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CDC 64550

INVENTORY MANAGEMENT SPECIALIST

(AFSC 64550)

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Volume 2

Management and Systems Branch

Extension Course Institute
Air University

D 301.26/17-2:

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Preface

THIS SECOND volume of CDC 64550, Inventory Management Specialist, discusses the system components of the Sperry 1100/60 and the duties and tasks performed by various sections of the management and systems branch.

Chapter 1 covers the duties and responsibilities of the procedures unit and analysis unit. The procedures for reject management and post-post operations are also covered.

Chapter 2 discusses the components of the Sperry 1100/60. This data will give you a better overview of what type of equipment is used for supporting the SBSS.

Chapter 3 discusses the various types of inventories and how to conduct them. You will read about LOGMARS and how it is automating complete inventory procedures.

Chapter 4 covers the duties and responsibilities of the document control section. The procedures for quality control, maintenance of supply registers, and reverse-post are covered.

Foldout 1 is bound in the back of this volume. Use it as the text directs.

Code numbers appearing on figures are for preparing agency identification only.

The inclusion of names of any specific commercial product, commodity, or service in the publication is for information purposes only and does not imply indorsement by the Air Force.

To get an *immediate response* to your questions concerning subject matter in this course, call the author at AV 926–4528 between 0800 and 1600 MT, Monday through Friday. Otherwise, write the author at 3440 TCHTG/TTMXS/TDS, Lowry AFB CO 80230–5000, to point out technical errors you find in the text, Volume Review Exercises, or Course Examination. Sending subject matter questions to ECI slows response time.

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This volume is value at 21 hours (7 points).

Material in this volume is reviewed annually for technical accuracy, adequacy, and currency. For SKT purposes the examinee should check the Index of ECI Study Reference Material to determine the correct references to study.

Acknowledgement

GRATEFUL acknowledgement is made to Sperry Corporation for Sperry 1100/60 material used in Chapter 2 of this volume.

The above material will not be sold through the Government Printing Office.

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Procedures and Analysis

INVENTORY MANAGEMENT supervisors should make checks to ensure that their branch, section, or unit is on its planned course. If it is off course, they should take the necessary corrective action.

Numerous listings and reports provide the tools for effective management; however, no supervisor can properly exercise his or her function without planning and acquiring an intimate knowledge of the system being supervised. Oftentimes managers do not know how to study their work, how to measure it, or how to read the implications of it.

In this chapter, we are going to concern ourselves with these matters in a manner that will teach you to predict, to identify, and to resolve problems. Specifically, we will be talking about:

- Procedural changes.
- Reviewing software releases and advance program documentation.
- Determining supply efficiency.
- Reviewing host-tenant support responsibilities of USAF organizations.
- Processing organization account code requests.
- Reject management.
- Analyzing supply efficiency, based on periodic surveys and operational data.
- Post-post procedures.

1-1. Recommending Procedural Changes to Higher Headquarters

Before we can discuss submitting procedural changes, we must be familiar with the various publications that are used in the standard base supply system (SBSS).

In this section, we are going to discuss the types of directives that are produced at higher levels of management. We will examine policy and procedure data in standard publications for the purpose of interpreting Air Force policies and procedures. You will need this information if you are assigned to a procedures unit.

200. Identify the types of directives that establish policies and procedures, and the different types of informative publications.

Analyzing Publications for Policy and Procedural Data. Base supply must function in accordance with Air Force and command manuals, regulations, letters, etc. This is the way the Secretary of the Air Force, the Chief of Staff, and commanders announce policies, prescribe procedures, and issue instructions important to the Air Force mission to us at base-level supply functions. Therefore, we must correctly understand the policy data in these standard publications. To understand the reason for examining such directives, we need to review their uses.

Regulations. Regulations announce policies, assign responsibilities, direct actions, and when necessary, prescribe brief procedural details. Although regulations are permanent directives, they may contain an expiration date of 18 months or more after date of issuance.

Manuals. Manuals contain permanent and detailed instructions, procedures, and techniques which tell personnel how to perform their duties. A manual may be general and deal with principles or doctrine; it may be a collection of material related to an entire function; or it may be a step-by-step directive which tells how to accomplish a specific task or operation. It may include policies or assign responsibilities.

Regulations and manuals are the only standard publications produced at the highest levels of management which are strictly directive in nature. Others, such as Air force pamphlets, visual aids, bulletins, and staff digests, contain informative rather than directive material. Thus, they have less effect on directing an operation.

We examine new directives primarily in three aspects: *why*, *what*, and *how*. The *why* aspect is usually easy to determine: existing material is out of date, techniques have changed, or new concepts require additional explanation. Many of us seem to ignore the *why* question. We receive a new directive, and immediately proceed full steam ahead without making this important determination. However, once we have learned *why* the material is needed, our next step is to consider *what* it does.

Does it direct that something be done, explain how to do something, or encourage some practice? Ask yourself this question, "What does this directive do?" or, better still, "What does it require me to do?". The answers to such questions lead you to the text that explains the *how* aspect.

How to carry out the directive is explained in the text part of a standard directive publication. You need to examine the procedures carefully and implement them into your operation, as they are feasible. If you cannot introduce the new procedure logically into your operating system, do not force it to fit, but coordinate the problem with the supervisor of the unit it primarily concerns. He or she is generally in a better position to say yes or no than you are, assuming that you work in the management and systems

branch and not in the unit to which the problem pertains. If you and the supervisor agree that a problem exists, it should then be brought to the attention of your supervisor. Your supervisor is still responsible for the final action which you take in regard to the publication. If you conclude that a directive needs to be supplemented, do so only after you have coordinated this disagreement with the proper people. Do not let your judgment be the first and last.

Something else to be considered is the currency of data. Here, we are concerned with reviewing operating instructions (OIs). Be sure they are still valid. Unless you have a regular program to evaluate OIs periodically, your file may quickly accumulate and become ineffective and inaccurate guidance for your organization. Most base-level supply activities often evaluate operating instructions for several reasons. They may no longer be needed; they may be incomplete; they may need more specific content added; etc. Examine your files carefully—not just by the date of publication, but check each publication for changes in responsibilities, procedures, and other important items that might affect your unit's work.

Examining methods vary for the different operating instructions. Some instructions are complex and need outlining to detect deficiencies; others are quite simple and need very little examination. Regardless of whether they're simple or complex, all operating instructions must be analyzed often to keep them current with the needs of the operating functions.

Exercises (200):

1. What type of directive assigns responsibilities and directs action?

2. What are some of the informative-type publications that are available to Air Force personnel?

3. What types of directives give detailed instructions and procedures and tell how to perform your duties?

4. What type of publication may be general and deal with principles and doctrine?

201. Identify the parts of an operating instruction.

Operating Instruction (OI). Building and running an operational system is done by and through people. All operations are carried out by individuals, whether they are directly involved in the organization element or are outside of it. The former are reached through the directing activities and the latter through coordinating activities. Regardless of the position of these people, channeling managerial actions depends upon transmitting ideas and ensuring their acceptance—both are necessary requirements for running an operational system. For the system to run smoothly, there must be understanding and agreement as to what is to be done and how it is to be done. This task of getting all the information needed to everyone concerned is usually discussed under the heading of communication.

There is a tendency to consider the difficulties of communication as the major problem of management. This can be traced to the need for mutual understanding among people engaged in a complex undertaking. The transmission of orders and information to people at different operating levels, the control of operations to achieve the planned results, and the training and indoctrination of people in interrelated procedures make mutual understanding essential.

The preparation of directives is the most common form of communication used in base supply. The drafting of directives is usually charged to the management and systems branch. The type of directive most commonly used to direct operations is an OI, such as Branch Operating Instruction, Chief of Supply Operating Instruction, Chief of Supply Division Operating Instruction, etc.

An operating instruction has the same format as an Air Force regulation, except for the identification line, which, at our level normally reads BOI (base operating instruction). This is followed by the number of the publication. An authority line, such as "By Order of the Secretary of the Air Force" is not used. The identification line for an Air Force regulation would read "AFR", followed by the number of the regulation, and it would have an authority line.

Look at figure 1-1 and review some of the basic parts of an OI as we discuss them.

Identification. This item identifies the functional area to which the OI pertains and the number assigned to the publication. For example, Supply Operating Instruction 67–9.

Source heading. The source heading identifies who published the OI. This entry is located at the top of the page flush with the left margin.

Date. Just below the identification of the OI is the date it was published.

Basic subject. Give the OI a basic subject that corresponds to the basic number. For example, 67 has to do with supply, 127 has to do with safety, etc.

Title. The title is below the basic subject and should be the specific subject of your OI. It is typed in all capital letters and should be limited to 10 words, if possible.

Purpose statement. Use a purpose statement to give a brief summary of the OI.

Responsibilities. The responsibilities part of an OI identifies what activities and personnel are concerned with the procedures set forth in it.

When preparing an OI, you number paragraphs consecutively in the text. If you use subparagraphs, you must have at least two. Paragraphs are always indented. If you title one subparagraph, use titles for all other

DEPARTMENT OF THE AIR FORCE
3415 Supply Squadron (ATC)
Lowry Air Force Base, Colorado 80230-5000

SUPPLY OPERATING INSTRUCTION 67-9

1 March 1985

Supply

PROCESSING CONDEMNED PROPERTY TO THE DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

This instruction establishes procedures in processing condemned items of supplies and equipment through the Receiving Section, Base Supply (Building 402) and Packing and Crating, Base Transportation (Building 597). These procedures apply to all shipping activities and tenant organizations.

RESPONSIBILITY:

a. Receiving Section will:

(1) Receive all equipment type (EAID) items from base and tenant organizations.

(2) Follow turn-in procedures established in AFM 67-1, Vol II, Part Two, Chapter 9.

b. Base and Tenant Organizations will:

(1) Turn-in all condemned supply items directly to the Packing and Crating Section, Bldg 597.

(2) Prepare shipping documentation to include a total of eight copies (2 books) of DD Forms 1348-1, (1 book of 4 forms each with carbon paper intact, marked "Original Copy", in the lower left corner of the form and one additional book of 4 forms each marked "Duplicate Copy" in the lower left corner of the form).

c. Inspection Section will:

Upon request from any on base or tenant organizations provide assistance in identifying items with problems in identification and prepare condition tag and affix to property.

d. Packing and Crating Section will:

(1) Accept all condemned property, including pilferable type items from on base and tenant organizations for processing.

(2) Pack and crate property, for final destination, the DRMO at the Rocky Mountain Arsenal, Denver, Colorado.

e. The Transportation Freight Section will:

Upon receipt of the documentation from the Packing and Crating Section, prepare a cargo manifest and effect movement of this property to its destination.

f. The Transportation Operations Section will:

(1) Furnish a government vehicle with a driver to transport property to the DRMO, Rocky Mountain Arsenal.

(2) Insure that Copy 2 of a signed DD form 1348-1 is returned to Base Supply Document Control Section for filing.

SONJA C. LOFTON, Lt Col, USAF
Chief of Supply

GT3321044

Figure 1-1. Copy of Operating Instruction.

subparagraphs of the same subdivision. If a paragraph title stands alone on the line, put a colon after it. If the text matter follows a paragraph or subparagraph title on the same line, put a period or a dash after it.

The signature element is typed four lines below the last line of the text, in block style.

Do not number the first page of an OI. Start numbering with page 2, and number the remaining pages consecutively throughout the text and attachments. Type page numbers in the center of the page at the bottom.

Exercises (201):

1. The source heading of an OI is flush with what margin of the publication?

2. What does the title of an OI identify?

3. What does the purpose statement of an OI identify?

202. State how recommended changes are submitted to higher headquarters, and cite pertinent sources for guidance.

Submission of Procedural Changes. Almost everyone has ideas about how something should be done. The standard base supply system (SBSS) wants the job done in the best possible way. In order to find the best way to do a job, the Air Force solicits ideas from its personnel on system design changes. Procedures have been written to guide personnel in submitting their changes.

Air Force activities submit their recommended system design/change proposals by letter, suggestion, or other written communication through command channels to their major command (MAJCOM). Air Force bases do not design or program applications for the SBSS.

Unique MAJCOM requirements for extraction of data from the SBSS data base is normally satisfied by the use of standard application utility programs. When a requirement is of a recurring nature, it may be more efficient for the MAJCOM supply staff to authorize a unique program design. Such program development is specifically authorized by DSDO/LGS (data systems design office/supply) as valid maintenance and optimal use of the SBSS when:

a. Such program only extracts data from an existing data bank and does not write to or modify any internally stored record.

b. Such program does not replace or duplicate any SBSS program, other than utility or inquiry programs which could extract the same data less efficiently.

c. Such program does not produce card output for use in improper inline data base updates, in violation of Air Force supply policy.

d. Such program is not recommended by the MAJCOM for system-wide application.

e. No new resources are required to develop or implement the program; and the retention of present resources, otherwise not required, is not justified by such development.

f. Design and programming effort does not exceed 250 man-hours.

g. Sufficient machine time is available within the command to allow use of the unique program.

h. Approved by the MAJCOM Director of Supply.

System design proposals, that are approved for development by a MAJCOM, are assigned a program number by the responsible MAJCOM. This number is a three-digit alphanumeric group made up of the MAJCOM code in the first position, followed by a serially assigned two-digit number. Upon release of an approved program, the MAJCOM supplements AFM 67-1, USAF Standard Base Supply System, Volume 2, Part 2, Chapter 14, Section M.

At MAJCOM's option, bases of one command may use a program developed and released by another command. Commands who use this option, issue their own supplement to AFM 67-1, Volume 2, Part 2, Chapter 14, Section M. Copies of each supplement to this chapter, issued by a MAJCOM are promptly sent to the Design Office, AFDSDO/LGS. The program number assigned by the developing command is the number used by the using command.

The developing command keeps a record of all commands using their programs. This record is used for distributing program and documentation changes to the using commands.

Exercises (202):

1. As a repair cycle support section supervisor, you have learned a better and more efficient way of processing and controlling TCTO kits. You would like to have your idea adopted Air Force wide. What methods of submission do you have open to you?

2. As a requirements unit supervisor, you were informed that your major command has published a new supplement to a program change on reporting base excesses. Where would you find this information?

3. When a command uses a program developed by another command and there is a program change, who is responsible for distributing the change to the using command?

1-2. Review Software Releases and Advance Program Documentation

As you read in volume 1 of this CDC, changes to the SBSS are published in amendments. These amendments are effective usually on the 1st day of the next month. In order for the SBSS to be prepared for these changes, they receive advance software releases. These releases allow supply time to coordinate with all affected activities and to prepare for a smoother transition when the new changes are implemented.

203. State the procedures used for reviewing program changes and the office responsible for the review.

Distribution and Control. Once a system design proposal is approved, it is sent to applicable bases via punch cards or magnetic tape by the automated data system (ADS) manager (DSDO). There are three types of program release tapes which are mailed directly to each data processing installation (DPI) computer site from DSDO. The tape types are:

a. Systems support tapes which establish and provide the operating environment for the SBSS/ADS.

b. Application tapes are all programs loaded in the program bank except systems support and utility. These programs are called into memory to process specific inputs, produce reports, or other off-line products.

c. Utility programs are self-contained programs, which work independently of the systems support program.

Each shipment is chronologically numbered R(YYMMDD). For example, a shipment released on 13 February 86 would be numbered R860213. If a shipment is received dated earlier than the most recent shipment received, DSDO is notified immediately. Each shipment should be received in sequence.

Program Change Listing. Once the program tape is received from DSDO, the DPI manager produces a listing of program changes affecting the SBSS. This listing includes rationale and discrepancy report (DIREP) data. Upon receipt of this listing, the computer operations section ensures that a copy is provided to the procedures unit. This section also coordinates with the procedures unit and the DPI manager to establish the date the changes are to be loaded into the computer.

The procedures unit reviews the rationale portion of the listing (fig. 1-2) to determine the impact of changes on the SBSS. Once the review is completed, the procedures unit coordinates with all of the affected activities to ensure that all procedural changes and implementation instructions are correctly understood. The procedural change notification is accomplished by either a formal meeting or a written summary (fig. 1-3). The DIREP portion of the listing (fig. 1-4) is reviewed and any reported DIREPs held in suspense are validated and removed as needed.

Program Release. The program release contains a brief summary of the program changes and advance documentation, when required. These program releases are directive. Advance documentation are temporary procedures and are effective until the procedures are published in an amendment.

The management and systems branch coordinates with the management office of each affected account on the received changes to ensure a compatible and correct operation. Agreement is required among all affected accounts on the date a program is to be loaded, unless the date is established by the release.

The program release sheet file is established at each base to control programs. This file contains assembly and release sheets, and controls the use of ADS programs in the SBSS operation. This file is organized and kept as follows:

a. Program release sheets with attachments are kept in program identification number sequence.

b. The release sheets are filed for the current version of the program. Any release sheets for programs that are still in use from an earlier release, are kept on file for the duration of the program. As obsolete programs are disposed of, the applicable release sheets are destroyed.

c. Release sheets for type cargo codes, type transaction phrase codes, and reject phrase loads are kept until the changes are published in AFM 67−1, Vol 2, Part 2.

Procedural Instruction Messages. Direct users of the SBSS are advised of changes through the use of procedural instruction messages (PIMs). These messages are controlled numerically by calendar year, with a numbering system made up of the last two digits of the year, followed by a hyphen, and sequential number for each part of AFM 67−1, Vol 2. Supply account users at host bases and satellites are the only receivers of these messages. PIMs are replaced by amendments. PIMs that are replaced by an amendment are identified in the first paragraph of the amendment transmittal sheet.

All elements of the Air Force are responsible for implementing established supply procedures in a way which ensures the effective use of Air Force resources and the effective support of assigned missions.

Exercises (203):

1. The DPI computer site has processed a program release tape numbered R860718. Today, a tape numbered R860630 arrived. What action is taken?

2. What are the three types of program release tapes?

PREPARED 85 JUL 12 10:12 R8507R3 SYSTEM CHANGE RELEASE GV-8R1 AS OF 85 JUL 12 PCN SQR60-RFF-183

SYS CODE	OSD	DEV AGENCY	SYSTEM TITLE
GV	07024	DSDC/LGS	STANDARD BASE SUPPLY SYSTEM (SBSS)

0035 PROGRAM CHANGED TO ALLOW THE LOAD OF NOMENCLATURES FOR FUELS GRADE CODES 'JAA' JAB' AND 'KSO'. CCF# GVDPP107 DAR D84-047

0055 PROGRAM CHANGED TO PASS PROPER ISG INFORMATION TO PROGRAM 0710 AND 712 TO ELIMINATE THE 460 REJECT. CCF# GVDPP132 DAR D84-,047

0041 PROGRAM CHANGED TO ACCEPT INPUTS BASED ON R01-FUNCTION-NBR AND R01-SYSTEM DESIGNATOR. THIS WILL ALLOW SATELLITES TO PROCESS FCC'S FROM TERMINALS WITH FUNCTION NUMBERS OTHER THAN 041-049. CCF# GVD2C114

0510 PROGRAM CHANGED TO IMPLEMENT THE NEW XF3 PROCEDURES. CCF# GVD03125 REV# 16 DAR D85-078

0532 PROGRAM CHANGED FOR AUTOMATIC ADJUSTMENT CRITERIA FROM $60.00 TO $100.00 CCF# GVD72150 REV# 09 DAR 085-027

0533 PROGRAM CHANGED FOR AUTOMATIC ADJUSTMENT CRITERIA FROM $60.00 TO $100.00 CCF# GVDF0149 REV# 15 DAR 085-027

0535 PROGRAM CHANGED FOR AUTOMATIC ADJUSTMENT CRITERIA FROM $60.00 TO $100.00 CCF# GVDF2146 REV# 05 DAR 085-027

0544 CORRECTED PROGRAM TO RE-ESTABLISH CURRENCY AFTER INTERFACE WITH PROGRAM GV710. CCF# GVDP3152 REV# 10.

0575 PROGRAM CHANGED TO NOT PUT THE OCC INDICATOR ON THE TRANSACTION HISTORY WHEN A TRANSFER WITHIN THE SAME ACCOUNT IS PROCESSED. CCF# GVD00127 REV# 09

0579 PROGRAM CHANGED TO ROUTE THE DD FORM 1348-1 TO THE SATELLITE IF INPUT FROM THE SATELLITE. CCF# GVD20129 REV# 34

0535 PROGRAM CHANGED TO NOT PRODUCE AN F810 MGT NOTICE WHEN THE 101-ITEM-RECORD IS NOT LOADED. CCF# GVDP3139 REV# 89

0549 PROGRAM CHANGED TO REMOVE ALL EDITS ON SRAN AND ALLOW ALL BASES A DOLLAR VALUE UP THROUGH $999.99 CCF# GVD00101 DAR 085-028

0593 PROGRAM CHANGED TO PRINT THE SRAN PROPERLY ON THE FP16 MGT NOTICE. CHANGED TO UPDATE ALL SYSTEM DESIGNATORS ON A LOAD,CHANGE,OR DELETE OF A TPO NUMBER. CCF# GVD66140 REV# 32

0610 PROGRAM MODIFIED TO PRINT CORRECT TRANSACTION SERIAL NUMBER ON BENCH STOCK ISSUES. CCF GVD0P153

0615 PROGRAM CHANGED TO IMPLEMENT AF RETENTION POLICY FOR XF3 ITEMS (DAR 85-2081. WILL NOW CREATE, INCREASE/DECREASE THE EOJ CONSUMPTION AND DEMAND VARIANCE DETAIL RECORD FOR XF3 ITEM RECORDS WHEN INTERFACED FROM GV619, GV627, GV681, GV651 AND GV710. CCF GVDP3164

0676 PROGRAM CHANGED TO EDIT 321-CS9-SRAN FOR 2373 OR 2374 (MASDC/DAS-R14). CCF GVD2C165

Figure 1-2. Rationale part of change release.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS LOWRY TECHNICAL TRAINING CENTER (ATC)
LOWRY AIR FORCE BASE, CO 80230-5000

REPLY TO
ATTN OF: LTTC/LGSPP-1(TSgt Hill, 2965)

SUBJECT: Systems Change Release R850707

TO: LGS LGSP LGSC LGSD LGSM LGSPC LGSCF LGSMK LOGCES 3415 CES/DEMRM LTTC/MAM Buckley ANG/LGSP AFAFC/LGS 1987 CS/LGM

1. System Change Release R850703 contains miscellaneous changes to the Supply System. The highlights of these changes are covered in the attachment to this letter.

2. It is of the utmost importance for branch chiefs/section supervisors to ensure that ALL ASSIGNED personnel are aware of the various changes being made. This resume must be circulated through each branch/section.

3. These changes are in effect. If you have any questions, please contact the Procedures Unit, ext 2965.

ALAN J. FOLKESTAD, Major, USAF
Management & Systems Officer

1 Atch
System Change Release

527712C1-100

TURN-IN SUPPLIES - 627

Program modified to process when input TEX code equals '2' and item record is frozen instead of rejecting 469.

END ITEM AWP DIFM DETAILS UPDATE - 633

Program modified to update DIFM status on correct DIFM details when multiple DIFMs are loaded.

SHIPMENTS, NON-DIRECTED - 636

1. Program has been corrected to print '999' in print position 62-64 of the DD Form (SHP) 1348-1 when an unserviceable item is being shipped from overseas with a priority '03' and the RIMICS code is other than blank.

2. Program also modified to print TRIC FTA in CC 1-3 when the project code in the repair cycle record is '3AL' and the RIMICS code is 'A'.

3. Also modified to put MRP indicator 'A' on the shipment suspense detail.

TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICER - 640

1. Program was modified to route the DD Form 1348-1 to the warehouse or main line printer when the TRM input is processed thru remote 62 or 63.

2. Also this program was modified to reject 224 when a duplicate TRM is input (duplicate shipment suspense detail on file).

3. Also this program was modified to process '7540L and 7435L' numbers as typewriters.

4. Also program was modified to print the correct warehouse location in block 'F' of the DD Form 1348-1 for unserviceable equipment items.

SHIPMENT RESERVE-POST - 656

Program modified to delete 103-document-number record when processing a RVP shipment.

FORCED EXCESS - 721

Modified program to correct erroneous 214 rejects when processing FEX with quantity in multiple of the QUP.

BILLINGSERVICE - 944

Program was changed to eliminate the invalid 753 reject when processing FK1.

FUNDED REQUISITION AND MATERIEL ACQUISITION CONTROL RECORD UPDATE - 950

1. Program was changed to print the A977 management notice over the mainline printer when an ISU is processed and orders authorized are exceeded.

2. Program was changed to produce an A051 management notice when an FK1 is produced and funds aren't available.

527712C2 100

Figure 1-3. Procedural change notification.

PREPARED 85 JUL 12 18:12 R85A7P3 SYSTEM CHANGE RELEASE GV-001 AS OF 85 JUL 12 PCN S0868-RCC-183

SYS CODE	DSD	DEV AGENCY	SYSTEM TITLE
GV	02224	DSDO/LGS	STANDARD BASE SUPPLY SYSTEM (SBSS)

GV959 MODIFIED PROGRAM TO PROVIDE A LEGEND OF HEADER TERMS ON EACH CONTROL BREAK. DAR D05095.

GV872 MODIFIED PROGRAM GV872 TO PUNCH DOC'S FOR NMICS WHEN REQUESTING NMICS WITH OTHER DUE-OUTS.

GV373 MODIFIED PROGRAM TO ELIMINATE A PAGE EJECT BETWEEN THE HEADER LINE AND THE FIRST 1XX CARD IMAGE PRINTED AND PROVIDE A HEADER LINE FOR EACH CONTROL BREAK.

GV876 MODIFIED PROGRAM GV876 TO REFLECT THE CORRECT SD FOR THE OUTPUT FILES ON THE CONSOLE TYPEOUT AND TO OUTPUT CIC CARDS IN THE FOLLOWING SEQUENCE: SYSTEM DESIGNATOR, TYPE DETAIL CODE, ORGANIZATION, RIT DESIGNATOR, LOCATION, AND ITEM NUMBER. CCF #: GV00M198 RECOMPILED/MAPPED TO INCLUDE MODIFIED SORT FILES ASSIGNMENT COBOL PROCEDURE.

GV8[illegible] PROGRAM MODIFIED TO PRINT CORRECT DOLLAR VALUE TOTALS FOR ITEM RECORD DATA.

GV49[illegible] MODIFY PROGRAM TO ELIMINATE A 799 REJECT WHEN AN REPAIR CYCLE OR WRSK IDENTIFICATION RECORD IS NOT FOUND AND ONLY PRODUCE A PUNCH FILE WHEN OUTPUT CARDS ARE PRODUCED.

GV9[illegible] CHANGED PROGRAM TO SELECT ALL IN-USE DETAILS, NOT JUST PRIME.

GV935 PGM GV935 WAS CHANGED TO HANDLE DML ERRORS CORRECTLY AND ELIMINATE THE INVALID 799 REJECT.

GV958 PGM GV958 WAS CHANGED TO PRINT AN "END OF REPORT" LINE AT THE END OF THE INVALID ZBL CODE/FUND CODE REPORT, AND NOT TO ADD THE ACCUMULATED REJECT TOTAL TO THE FIRST GROUP OF DELETED DETAILS.

GV969 PGM GV969 WAS CHANGED SO THAT WHEN THE FIRST PEMR WITH ACTIVITY IS IN BALANCE, IT IS NOT PLACED ON THE PEMR OUT OF BALANCE LIST.

GV977 PGM GV977 WAS CHANGED TO PRODUCE A SEPARATE REPORT FOR EACH SATELLITE AND PLACE THE REPORT IN THE SATELLITE'S QUEUE.

GV999 PGM GV999 WAS CHANGED TO USE THE CARD COUNT FROM THE A*F SEQUENCE CONTROL RECORD TO COMPARE WITH INPUT CARDS.

OLP-SRC THIS ELEMENT CONTAINS THE OLP SCHEMA. THE LISTING PRODUCED WILL IDENTIFY THE PATHS TO BE USED WHEN WRITING OLP PROGRAMS. TO PRODUCE THIS LIST , DO THE FOLLOWING: 1. @CTS,IN SBSS*DAWORK 2. OLD OLP-SRC 3. SITE . ANSWER THE SITE COMMANDS AS YOU DEEM NECESSARY.

SELECTS ADDED SELECT UTL773 TO SELECT TABLE. DELETED THE FOLLOWING FROM THE SELECTS 1XTM15, 1XTM16, 1XTM19, 1XTM23, RPTM15, RPTM16, RPTM19 AND RPTM23. THESE ARE NO LONGER VALID SBSS REPORTS PROGRAMS.

DIREPS CLEARED: 5322[illegible] 5322[illegible] 5331[illegible] 5334[illegible] 5342[illegible] 5343[illegible] 5344[illegible]
5385[illegible] 5416[illegible] 5417[illegible] 5421[illegible] 5425[illegible] 5726[illegible] 5752[illegible]
5752[illegible] 5789[illegible] 5802[illegible] 5802[illegible] 5912[illegible] 5978[illegible] 5921[illegible]
5923[illegible] 5934[illegible] 5986[illegible] 5991[illegible] 5991[illegible] 6053[illegible] 6053[illegible]
6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible]
6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible] 6053[illegible]

PCN S0868-RCA-183 (NM9R7[illegible]-9512[illegible]) PAGE 12 PAGE 12 SYS CODE: GV

Figure 1-4. DIREP part of change release.

3. What method(s) are procedural change notifications accomplished?

4. What action is taken upon the receipt of the DIREP portion of the program change listing?

5. What sequence are program release sheets filed in?

6. What method are direct users of the SBSS advised of pending changes?

1-3. Conduct Surveillance Visits

There is no standard Air Force directive governing the procedures for conducting a surveillance visit; yet most of us have witnessed the unsuccessful visit. If you are assigned to the procedures unit, one of your tasks is to conduct visits within the Chief of Supply (COS) complex.

204. State the procedures for conducting and reporting on surveillance visits within the Chief of Supply complex.

Surveillance Visits. Surveillance visits to all COS functions, except Fuels, are on a scheduled annual basis. A schedule showing inclusive dates and areas to be visited is developed by the procedures unit, approved by the COS, and filed in the procedures unit. The COS may schedule more frequent visits as needed.

Required visits, as a minimum, consist of the following:

a. Followup on corrective actions taken on all prior deficiencies; for example, inspections, audit reports, and COS surveillance visits. This review consists of looking at each discrepancy to ensure that continuing corrective action was taken to eliminate the deficient condition(s) and to prevent recurrence.

b. Review operating procedures to ensure that assigned personnel completely understand and use the correct procedures. This review includes how well inputs/outputs are prepared and processed using a terminal function. If standard operating procedures prove to be lacking or in error, the procedures unit recommends changes to higher headquarters.

c. Review the effective use of SBSS products by assigned personnel. This includes ensuring that personnel are familiar with the SBSS products available and are knowledgeable of their uses.

d. Review housekeeping and safety practices.

e. Provide technical assistance or revised procedures to eliminate violations of supply abuse (AFR 20–14, *Management of Government Property in Possession of the Air Force).*

f. Determine the core cause of deficiencies; for example, lack of training, guidance, effective use of personnel.

g. Recommend operational and procedural changes as needed.

Management Reports. Base supply management records and reports provide statistical data relevant to the overall management and effectiveness evaluation of the SBSS. Many of the produced reports provide data for review and analysis of the SBSS operational effectiveness and identification of potential problem areas. These reports should be used to the maximum extent possible when conducting visits as they provide a fast and factual way of finding deficiencies in the supply account. The review of management products is coordinated with the analysis unit in order to avoid duplication in identifying problems and training deficiencies.

Visit Ground Rules. The following are basic ground rules in conducting a visit:

- Check in.
- Do not bypass.
- Do not tour alone.
- Obtain confidence.
- Check out.
- Prepare report (if necessary).

Before conducting a visit, you must thoroughly research the applicable directives that pertain to the function you are going to visit. In effect, you must become an expert on the subject. Complete research enables you to answer questions that may be asked.

Checklists are used when surveillance visits are conducted. These checklists may be developed at either base or command level. Additional checklist items may be added at any level lower than the office of primary responsibility (OPR) without prior approval. The procedures unit reviews these checklists for accuracy, completeness, and validity prior to conducting a visit. Any corrections or updates are made at the time of checklist review.

Outbrief. Once the surveillance visit is completed, branch chiefs, section and unit supervisors are briefed on the results. All deficiencies are thoroughly discussed and any differences of opinion are resolved at that time.

A detailed written report of the visit is furnished to the branch chief within 5 workdays after the outbrief. The report identifies all deficiencies and recommended corrective action. Repeat discrepancies are noted and the source of the original discrepancy is listed.

A transmittal letter signed by the COS is sent with each surveillance report. As a minimum, the letter contains:

a. The period of time during which the surveillance visit was conducted.

b. The personnel contacted (branch, section, unit chiefs).

c. The personnel briefed on any of the findings.

d. Reply instructions.

The surveillance report contains any training deficiencies found and recommended training subjects. A copy of the report is provided to the training unit.

Deficiencies needing an indepth analysis to determine core causes, corrective actions, etc., are identified in the report. Any reports specifying an analysis are provided to the analysis unit. A copy of the completed analysis is filed with the surveillance report.

Branch chiefs are responsible for ensuring that prompt, meaningful, and positive corrective action is taken to eliminate the deficient condition(s) and to prevent recurrences. Replies to surveillances are furnished to the management and systems (M&S) officer within 15 days of the surveillance report date. The reply contains all corrective and preventative actions taken, and indicates if the discrepancy is closed (corrective action completed) or open. Replies to open discrepancies indicate the corrective action taken to date and an estimated completion date (ECD). Open items require a formal closing by letter within 5 days after the ECD. The COS is the approving official for extensions to the ECD.

The M&S officer and the supervisor of the procedures unit review the replies for adequacy and completeness of corrective or preventative actions. Concurrences, nonconcurrences, and comments are provided by indorsement to the COS. The COS indicates his or her concurrence/nonconcurrence by indorsement. Any nonconcurred replies are suspensed to the appropriate branch for further action. A normal 15 day suspense applies. Completed surveillance reports and the corresponding replies are filed in the procedures unit.

Customer Visits. The majority of inventory management specialists are performing duties either in the operations support or materiel management branches. The primary customers that supply deals with are maintenance activities and civil engineers. Since it is an essential part of your job to deal with them on a regular basis, you need a greater understanding and appreciation of the roles they play in the logistics mission. This can be developed and supported by customer visits.

The primary purpose of these visits is to resolve customer problems in respect to supply procedures. These visits should also be used to help the customer in the proper use of machine-run products prepared by the Sperry 1100/60.

Shop oriented supply customer assistance teams made up of highly experienced supply personnel are established and assigned the responsibility of determining the quality of customer support and satisfaction, and to find areas where supply help is needed. Follow-on visits are then made by specialized supply personnel with specific corrective guidance. Visits are either scheduled, identified through correlation/analysis/review of customer complaints and problems, or by response to an organization's request for help. Documentation of these visits is mandatory. The requirement for these visits is a major command option. An example is a visit by the M&S officer or NCOIC/supervisor to onbase Materiel Controls to discuss the adequacy of support, to resolve problems, and to provide data or informal training as needed.

Exercises (204):

1. What must be accomplished prior to performing a surveillance visit?

2. Your unit has just had a surveillance visit and received two writeups. The inspector has discussed the discrepancies with you. When can you expect a report on your discrepancies?

3. How often do Chief of Supply functions, with the exception of Fuels, have a surveillance visit?

4. While conducting a surveillance visit, you discover a unit to have operating procedures which are in error. What action do you take?

5. Why is the review of management products coordinated with the analysis unit?

1-4. Host-Tenant Support Responsibilities of USAF Organizations

An element of one major command is often stationed on or near an installation of another major command, in order to perform the Air Force mission more effectively. When this occurs, Air Force policy is to eliminate the duplication of resources and to make maximum use of existing facilities and resources by drawing up a host-tenant support agreement. AFR 11–4, *Host-Tenant Support Responsibilities of USAF Organizations,* prescribes the responsibilities of both the host and tenant organizations.

205. Specify the policies and responsibilities of the host-tenant support agreements.

Support Agreements. The support agreement formally identifies the specific functions and related responsibilities performed by the host and tenant. It identifies support provided by various base elements and determines the responsible organization. A support agreement is an official, recorded document between the host and tenant. It is not used to transfer personnel or funds between the parties to an agreement. The support agreement is recorded on AF Form 149, USAF Host-Tenant Support Agreement.

Host Responsibilities. The host assigns and maintains an equitable portion of its installation and real property to

enable the tenant to perform its mission. The host furnishes the utilities, communications, supplies, transportation, staff assistance, and other installation occupants.

Air Force installations that have a support capability are also responsible for supporting Air Force tenant units nearest their installation (regardless of who has jurisdiction and real property accountability of the tenant-occupied installation) when such support is feasible and most economical.

The host supports tenant mission-essential needs according to the tenant's precedence rating in the USAF Program-Bases, Units, and Priority Programming Directive (PD) and the availability of funds. If the tenant unit, in turn, must provide support for other priority units on the installation, the support precedence is that of the highest rated unit affected. All tenant units are to receive nonpriority support on the same level that is given to similar units of the host.

The host establishes (or expands) the capabilities that are required by both the host and tenant. The tenant establishes any capability that is unique to, and is required by, the tenant, but which is not a present or projected requirement of the host.

The host performs a triennial (3 year) review of every support agreement. The review must begin early enough to complete it on the anniversary date of the original or revised support agreement. The anniversary date is either the effective date cited by mutual agreement between the host and tenant in Section III of the AF Form 149, or the date the approving host official at the installation or major command level who signed the initial or revised agreement.

Tenant Responsibilities. The tenant parent MAJCOM gets HQ USAF/PA approval of the proposed support activities before initiating a support agreement for tenant units at host bases other than those programmed in the PD. The tenant MAJCOM notifies the host MAJCOM at least 1 year in advance of the actual date the support is required. This allows the host ample time to program and arrange the resources needed to provided the support. In this advance notice, they should include estimates of workload and related planning data for the first year, as well as a 3 to 5 year projection of significant programs that relate to tenant support needs.

When there is a question as to which of two installations can support a tenant unit most economically or effectively, representatives of the two MAJCOMs determine the appropriate host and act to develop or to realign support agreements accordingly. When the MAJCOMs cannot agree on which host to select, the tenant MAJCOM sends the problem to HQ USAF for a decision. This action is only taken when all possible means of command resolution have been used.

Joint Host and Tenant Responsibilities. Each MAJCOM designates a representative who acts as the sole point of contact for the support agreement program. This representative is the MAJCOM approval official for support agreements. This person establishes procedures to prevent unnecessary delay in negotiating, revising, approving, and reviewing agreements. This representative establishes procedures to promptly resolve disagreements that arise in coordinating a support agreement, or in carrying it out.

Problems that develop between the host and tenant during the coordination or fulfillment of a support agreement are referred by the host (in writing) to the parent MAJCOMs for resolution. Such correspondence should include viewpoints of both the host and tenant and recommended suggestions. The host and tenant should not delay the negotiation of an agreement until such problems are resolved. Instead, they should proceed with the agreement; they can amend or revise it after the problem is solved. If a satisfactory solution cannot be reached between the parent MAJCOMs, the problem is referred to HQ USAF via a cover letter summarizing the problem and presenting recommended solutions. HQ USAF evaluates the problem and makes a final decision.

Preparation, Revision, and Resolution. An AF Form 149 is prepared, coordinated, and approved by representatives of the host and tenant units and their MAJCOMs. The coordinator must ensure that the agreement states the tenant's support requirements and that the agreement is adequate to provide the required support.

Coordinated agreements are approved by designated MAJCOM representatives. Their "approval" verifies that the agreement is not in conflict with Department of Defense (DOD) or Air Force directives and that the agreement is supported by that MAJCOM. The date of approval is the date the agreement was signed by the last approving official. The office affixing the last signature is responsible for reproducing and distributing completed copies.

The host base is dependent upon the tenant for an advance notice of changes to the agreed level of support, particularly when requirements are to be increased.

The tenant must provide (or must make available to) the host complete information on changes in the mission, equipment, utilization rates, personnel, and related planning factors so that the host can make the necessary preparations (that is, construction, obtaining and training personnel, budgeting, etc.). This is most important when the tenant is introducing a new weapon system or equipment into operation, or when the tenant operation is suddenly changed by combat or emergency operations. The tenant and the parent major command assist the host in ensuring maximum operation efficiency.

If the tenant has special priority requirements, the tenant parent major command advises the host of the interim increased precedence rating. If there is no written support agreement, the tenant must provide the host with planning information. The tenant parent major command must ensure adequate liaison with counterpart levels in the host command, to provide the proper planning data and to revise the support agreement to allow for mission changes.

A support agreement is revised when there are significant changes in the support requirement of the tenant or the support capability of the host. Either the host or tenant can initiate coordinating action. All revision are originated as page replacements against the basic agreement. An agreement is reaccomplished after two major revisions. A reaccomplished agreement is when the entire support situation undergoes a complete host and tenant review, and the host and tenant agree to develop a new and more current support agreement. The reaccomplished agreement supersedes the previously existing agreement and is

classified as a "reaccomplished" agreement on the AF Form 149.

The host must not abruptly reduce or end the tenant support level that has been approved in a current support agreement. When an unavoidable reduction in support is anticipated, the host informs the tenant as far in advance as possible; usually 6 months. This notice includes a complete explanation for the anticipated reduction in support. A copy of this notice is also sent to the OPR for support agreements of both the host and tenant MAJCOMs. Reduction in levels of support due to reduced resources is distributed equally among all affected host and tenant command units.

MAJCOM Support Agreements. Major commands may develop a major command-level support agreement when a major command supports more than one tenant unit of the same type and command (or multiple types of units) with similar support requirements. These agreements simplify the coordination of support agreements and standardize common support throughout the commands.

Exercises (205):

1. How are the tenant's priorities determined?

2. When would a support agreement need to be revised?

3. What form is prepared for a host-tenant agreement?

4. What is the primary purpose of a host-tenant support agreement?

5. How far in advance must the host major command be notified that support is required?

6. When problems develop between the host and tenant, to whom should they be forwarded for resolution?

7. When may major commands develop a major command-level support agreement?

8. By what time should the triennial review of each support agreement be completed?

9. Who has the responsibility for reproducing completed copies of the support agreements?

1-5. Organization Account Code Requests

Organizations, units, and detachments receiving logistical support from the COS are identified by a three-digit organization account code.

206. State the procedures and responsibilities for establishing an organization account code.

Code Assignment. Before any transaction can be processed between an organization and base supply, an organization account code must be established in the S1100/60. If an organization has more than one cost center, each cost center is assigned an organization code. These codes are categorized in the following matter:

a. 001 through 098 - Base supply internal functions.

b. 099 - Financial accounting office which receives payment from reimbursable organizations.

c. 100 through 499 - Locally assigned to organizations.

d. 500 through 599 - Locally assigned to off-base organizations.

e. 600 through 914 - Locally assigned to organizations.

f. 915 through 999 - Commissary, military, and other miscellaneous operations.

Establishment. To establish an organization account code, the requesting activity forwards a letter to the procedures unit. This letter should include the following data:

a. Organization title is used to identify the specific organization, unit, detachment, and function. Off-base organizations having an activity address code different from that of the host (computer support) base enter their activity address codes in the first six positions of the organization title field.

b. Organization identification code is used to identify users of supplies and equipment. This code is composed of the organization number, unit kind code, level code, and detachment number.

c. Force activity designator (FAD) is used in conjunction with the urgency of need designator (UND) to determine requisition priorities.

d. Delivery destination code is locally assigned by the records maintenance unit and identifies where property is to be delivered and picked up.

e. Major command code identifies the command to which an organization is assigned.

Other items to be included in the request letter are the serviceable/unserviceable pickup points, all authorized shops, applicable tables of allowances (TAs), bench stock usage, applicable awaiting parts (AWP) delivery destination, maintenance management information and control system (MMICS) identification code, applicable standard reporting designators (SRDs), and if S1100/60

products are used, whether the products are to be picked up or sent through distribution.

Once the procedures unit receives this written request to establish an organization account code, they verify that the organization has provided all of the required data. If the request is satisfactory, it is then coordinated with several other activities.

The accounting and finance office is contacted to establish the necessary financial arrangements. They also provide the following data:

a. Project funds management record (PFMR).
b. Cost center code.
c. Expense card output flag.

Next to be contacted is the records maintenance unit. Their responsibilities are to:

a. Assign the applicable organization code.
b. Assign the Government Services Administration (GSA) region code.
c. Verify the data provided by the organization against the reporting organization file (ROF).
d. Prepare and process an organization cost center record load (FOR).
e. Forward all correspondence to the distribution unit upon successful processing of the FOR. This correspondence serves as authority to establish distribution bins/boxes for the new organization. The distribution unit returns all correspondence to the records maintenance unit for file in the organization record file.

Changes. There may be times when an organizaton commander may request changes to the data submitted on the original correspondence. This request will be in writing and is processed by the procedures unit as follows:

a. If the change request only affects assignment of equipment custodians/alternates, the correspondence is forwarded directly to the equipment management section.
b. If the changes only affect the issuance/turn-in of customer identaplates, the correspondence is forwarded directly to the document control section.
c. All other changes are processed in the same way as the original request.

Deletions. Requests for deletion of organization cost center records follow the same route as change requests. The request is either in writing from the organization commander or is identified through ROF verification processing. Upon receipt of the letter from the organization, the procedures unit coordinates with the other sections to ensure that all required actions are performed before the organization account code delete is processed.

Exercises (206):

1. What organization title is used when an organization has an activity address code different from the computer support base?

2. What code identifies users of supplies and equipment?

3. What type of financial data does the accounting and finance office furnish for an organization record load?

4. Where does an organization submit their request to establish, change, or delete an organization record?

5. What is the purpose of the organization account code?

6. What format is used to load, change, or delete an organization account code? What activity prepares and processes this input?

1-6. Reject Management

Mistakes, and the time and personnel used to correct these mistakes, have caused a lot of businesses to close. Each time a mistake is made in the S1100/60, a reject occurs. Someone must correct this mistake. This takes up your time and machine time. The Air Force, like a business, cannot afford to spend too much time correcting mistakes. To help correct these rejects and prevent them from happening again, procedures are established to process rejects and reject clear cards.

207. State the procedures for processing rejects and reject clear cards.

Reject Management. Each branch in supply is responsible for the effective management of rejects and the control of reject clear cards within their area. Branch chiefs are responsible for appointing reject monitors for control and processing of rejects and reject clear cards within their respective areas. Each reject monitor must establish a suspense system to ensure rejects are accounted for and processed within locally established time frames.

Cumulative Reject Listing (DO2). Rejects are normally processed and cleared within one workday unless there are specific reasons that prohibit correcting the reject within this period. Rejects that are not reprocessed on the same day appear on the Cumulative Reject Listing (DO2). The DO2 is broken down into three parts; (1) unprocessed clear card, (2) cumulative reject suspense listing, and (3) daily reject clear card list (fig. 1-5). Each branch uses the DO2 to ensure that rejects are processed in a timely manner.

Clear Cards. There are situations when rejects cannot be cleared by reprocessing the rejected document. This type

```
31 JAN 86 LOWRY AFB      3Ø59          UNPROCESSED CLEAR CARD (DØ2)        GV818/851219   6Ø31 6Ø31 PAGE    1
ISUR367SU6Ø25Ø555     Ø68
TINX347AA6Ø29ØØ23 A1  Ø73
ISUX347FD6Ø23Ø329     Ø68
ISUX347IN6Ø21ØØ47     Ø68
```

```
31 JAN 86 LOWRY AFB      3Ø59 Ø1     CUMULATIVE REJECT SUSPENSE LISTING (DØ2)   GV818/851219   6Ø31 6Ø31 PAGE    2

                                     S/D Ø1  INPUT DEVICE  ØØØ
                          TRIC.....................INPUT IMAGE.....................................  REJ OVER     REJ
REJ  NR TIMES   ORIGINAL          1         2         3         4         5         6         7         8  6 DAYS   WRITTEN
NBR  REJECTED   REJ DATE  12345678901234567890123456789012345678901234567890123456789012345678901234567890   OLD      TO FILE
319               6Ø31    ISU2ØTK5120006749216  EAØØØØ1K765AA6Ø284210R          Ø1   Ø5   CZHATA            NO       YES
295      1        6Ø31    ISU2ØTK5120011156890  EAØØØØ1K765AA6Ø284211R          Ø1   Ø5   CZHATA            NO       YES
295      1        6Ø31    TIN    7520L052953Ø59 BXØØØ76K822MM6Ø2836ØØA      8  AØ1    S  Y                 NO       YES
REJECTS 1-6 DAYS OLD          3
REJECTS 7-14 DAYS OLD         Ø
REJECTS 15-29 DAYS OLD        Ø
REJECTS OVER 29 DAYS OLD      Ø
TOTAL NUMBER REJECTS          3
```

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31 JAN 86 LOWRY AFB      3Ø59          DAILY REJECT CLEAR CARD LIST (DØ2)    GV818/851219   6Ø31 6Ø31 PAGE    1

REJCLEARSEL1RPFP3Ø593Ø595331     33     SCF WRONG DOC NUMBER INPUT
REJCLEARSELISUB9Ø5CAØØØØØØ12     ØØ     DR LACK OF FUNDS
REJCLEARSELLPAFB3Ø5953500032     6Ø     DR REINPUT NOT REQUIRED
```

Figure 1-5. Daily Reject Listing (DO2).

of reject is usually associated with a document number error. To clear this type of reject, you must process a reject clear card. The reject monitor is responsible for preparing reject clear cards (fig. 1-6). The reject monitor annotates the DO2 with the reason and handcarries the card to the machine room for processing.

Each branch chief is responsible for establishing controls to ensure that reject clear cards are only processed for valid reasons. Clear cards are not processed to delete suspensed rejects that can be cleared by a corrected transaction. Any evidence that a clear card is being used to hide fraudulent activity or theft is immediately reported to the Security Police for investigation.

The type of rejects being incurred, timeliness of processing, volume, and reasons for clear card processing should periodically be analyzed to determine the effectiveness of transaction processing. This analysis is used to determine if programming, training, or procedural problems exist. Remember, when you cause rejects through inattention, you have wasted your time and valuable machine time.

Exercises (207):

1. What product is used to ensure that rejects are processed in a timely manner?

2. Who is responsible for the control and processing of rejects?

3. Who prepares reject clear cards?

4. If you suspect that clear cards are being processed to hide fraudulent activity, what action do you take?

1-7. Management Analysis

The analysis unit analyzes and interprets management data to determine the performance of the supply account, effectiveness of supply support, favorable or adverse trends, S1100/60 use, and personnel utilization and requirements.

208. State the purpose of the management analysis program and the action required after performing an analysis.

Purpose. Supply analysis is one of the most important evaluating activities at the disposal of the COS. The analysis program was designed to provide visibility of the supply account's effectiveness.

Analysis is performed through examining problems or potential problems identified by the COS, branch chiefs, unexpected fluctuations or trends in statistics, or by direction of higher headquarters. The priority of analysis projects is determined by the COS, based on advice from the branch chief and the analysis unit.

Supply analysis identifies all trend factors on specific subjects and determines the statistics and source subjects needed to perform an analysis. The analysis may be conducted within the analysis unit office, in the work areas, or in customer organizations. Coordination with all supply functions, customer organizations, and other agencies is an absolute must for gathering data that is complete and factual for a thorough analysis.

The process of analyzing data is a logical method. A problem is divided into parts to look at the nature, proportions, functions, and relationships of the process to make the procedures of an analysis easier. This process is reviewed for currency and is revised as needed; however, the supply analyst must continue to use logical, formalized procedures (fig. 1-7).

Analysis Methods. Various sources of data can be used to obtain supply statistics. Our primary source of data will more than likely come from management listings and reports. The reports vary, depending on the data needed. In an analysis program, there are three methods of analysis and they are:

(1) Trend analysis, which is normally used for recurring reports, and comparing statistical data of the account against an official file of factors, standards, and norms (major command, wing/base, and COS goals).

(2) Problem analysis, which is used to analyze any problem identified by trend analysis, major command directed, or requests for a special analysis from the COS or branch chief.

(3) Special studies, which are normally used for a close review of a specific activity to determine if there are any problems or potential problems occurring. This type of analysis is used to satisfy a one-time requirement or to solve a specific problem.

In the analysis program, you perform the following as a minimum:

a. Identify current and potential deficiencies.
b. Systematically obtain and analyze data relevant to deficiencies.
c. Evaluate analysis results.
d. Document analysis results and action taken.

Each analysis must include a brief summary of the methods used and the source of information for the analysis. The data analyzed should be visually displayed with trend lines on wall charts, flip charts, or as determined locally.

If, as the result of an analysis, training requirements or procedural problems are indicated, the training unit and procedures unit are called upon to resolve these deficiencies.

The analysis unit prepares and conducts briefings when required. This includes briefings for the analysis program

REJECT CLEAR CARD FORMAT

CARD COL	NO POS	FIELD DESIGNATION	REMARKS
1-3	3	Transaction Identification Code	REJ
4-8	5	Constant	CLEAR
9-11	3	Constant	SEL
12-14	3	Document Identifier/ Transaction Identification Code	DIC/TRIC of Rejected Input
15-28	14	Document Number	
29	1	Blank	
30-31	2	System Designator	Notes 1, 2, 3
32	1	Blank	
33-35	3	Input Function	
36-40	5	Blank	
41-43	3	Optional	Desk Number if Required
44-80	37	Optional	Any Data Required by Initiator

NOTE 1: The input system designator unless it was invalid, in which case it will be blank.

NOTE 2: Leave blank if reject TRIC is A2(x), A4(x), BSS, BST, FTR, FT6, or NOR. These TRIC do not contain an input system designator.

NOTE 3: If reject TRIC is FCC, enter the status condition code in cc 30 and leave cc 31 blank.

527713C4-100

GENERAL PURPOSE CREATION								TO: ☐ KEYPUNCH ☐ REMOTE						FROM:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
R	E	J	C	L	E	A	R	S	E	L	I	S	U	X	9	Ø	Ø	I	C
REMARKS																			
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
5	2	2	5	2	Ø	1	7		Ø	1		Ø	Ø	4					
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
D	P	U	R	E	I	N	P	U	T		N	Ō	T		R	E	Q	U	I
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
R	E	D																	

AF FORM FEB 71 1991

Figure 1-6. Clear card format.

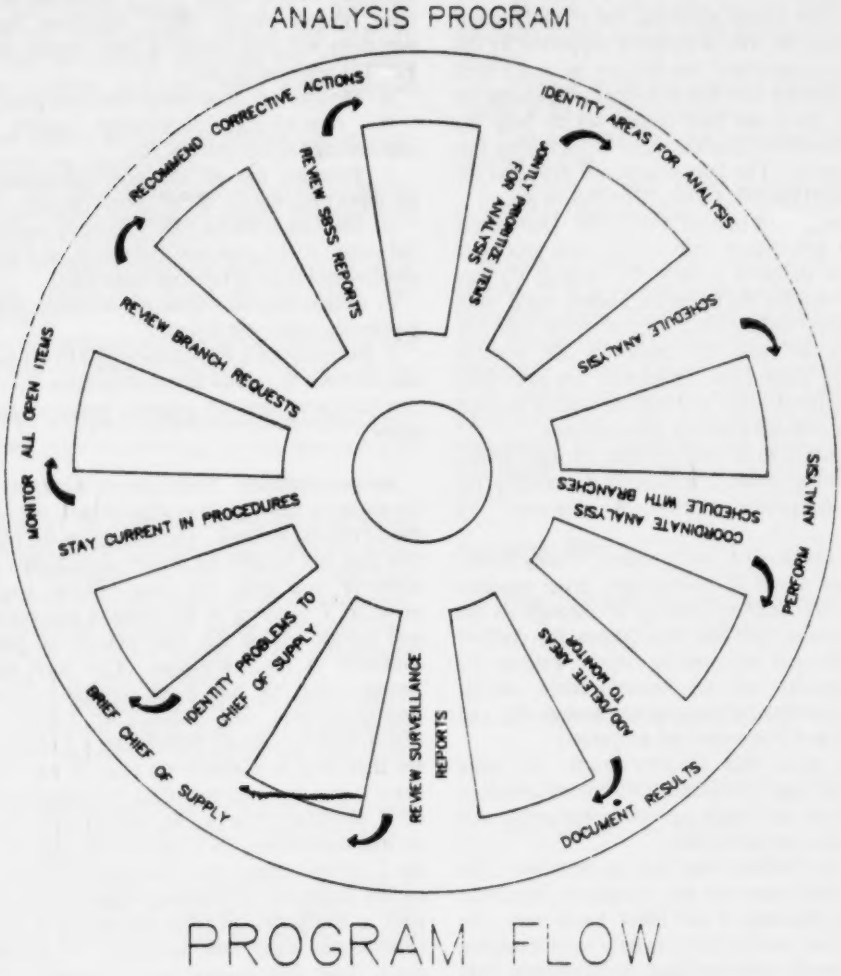

Figure 1-7. Analysis program flow.

and status of the account briefings, such as "how goes it," supply improvement, etc.

Exercises (208):

1. What purpose does the analysis program serve?

2. What are the three methods of analysis?

3. What analysis method is used to satisfy a one-time requirement or to solve a specific problem?

1-8. Post-Post Procedures

The SBSS is considered an automated system, however, there is always the chance for S1100/60 problems. Rather than shutting down the supply system when the S1100/60 goes down, post-post or off-line procedures were developed. This means that you do not use the S1100/60 for processing supply transactions, instead you manually run supply transactions.

209. State the procedures for post-post processing.

Phases. Post-post procedures apply to all branches of the COS complex, satellite supply accounts, and all assigned or attached units keeping records on or being supported by the SBSS. The supply account does not initially go into a total manual mode upon being told that post-post procedures are in effect. Instead, there are four phases which help the supply system to function on a smoother basis during this off-line or down period. The four phases are based on the time period that the S1100/60 is down. The phases are:

a. Phase I is less than 8 normal duty hours. During this time, the demand processing unit accepts and processes issue requests with delivery priority 01 through 03 and priority 04 for Vehicle Maintenance (when used with urgency justification code (UJC) 1F or AF). Off-line requisitions (SPR) are sent to depot on all mission capability (MICAP) conditions. Shipments are processed for unserviceable critical items and MICAP lateral support needs. Receipts for MICAP due-outs are processed.

b. Phase II is more than 8, but less than 24 duty hours. Along with processing phase I transactions, receipts for urgency-of-need designator (UND) A due-outs are processed.

c. Phase III is more than 24, but less than 72 duty hours. In addition to phase I and II transactions, issue requests with UND A or B and delivery priority 01 through 05 are accepted and processed. Off-line requisitions for verified UND A and B due-outs are sent to depot. Priority 01 through 03 shipments of all unserviceable items, distribution referral orders for priority 01 through 03, and receipts for UND A and B due-outs are processed.

d. Phase IV is more than 72 duty hours. All issue requests are accepted and processed. Off-line requisitions are sent for all due-out and stock replenishment needs. All receipts and shipments are processed.

Duty hours do not include weekends or holidays. The hour limits for the four phases are not mandatory, but act as a guide. Since the missions of Air Force bases vary, the MAJCOM or COS may elect to process only certain routine issue requests and stock replenishment requirements. This option does not apply to due-out or stock replenishment of items needed to support the primary weapon systems (aircraft, missiles) and support equipment of the base.

The specific phase of post-post operations is determined by the COS. The phases do not have to be in sequence; however, phase I must always be put into operation as soon as possible after the failure of the RPS or S1100/60. This allows the COS time to find the exact cause of the failure and the estimated downtime. Based on this data, the COS directs which phase is to be used.

The COS conducts no-notice exercises of post-post procedures on a quarterly basis. These exercises are to be conducted for at least an 8 hour duty period. Each phase is to be tested at least once a year. Actual use of post-post procedures satisfies the quarterly requirement.

Post-Post Control Team. Once the S1100/60 is back on-line, all transactions processed manually must be input to update the internal records. Rather than having every individual in supply competing with each other for time on the terminal, there is a post-post control team (PPCT).

The PPCT Chief is appointed by the COS. The PPCT chief should be knowledgeable of and experienced in all functions of the SBSS. PPCT members are appointed by their branch chiefs. PPCT members should know the functions and procedures of their branch and section. The PPCT is responsible for:

a. Monitoring compliance with post-post procedures.

b. Assembling, performing quality control, and sequencing all post-post inputs.

c. Ensuring that all post-post transactions are available for input once the S1100/60 comes on-line.

d. Meeting with the PPCT chief as needed to talk about the status of the post-post operation, and to talk about and resolve problems as they are identified.

e. Monitoring the correction of rejects which result from processing post-post inputs.

f. Maintaining a link between the PPCT and the branches and sections to ensure that transactions affecting more than one functional area are properly prepared and available for input.

Responsibilities. Each person in supply is responsible for ensuring that customer support does not end just because the S1100/60 is down. Depending on the phase you are in, you may not be able to accept all customer issue requests; however, you must still meet mission requirements. For instance, if working in the demand processing unit (DPU), you cannot rely on the S1100/60 to tell you if an item is available in the warehouse. You must manually check listings such as the Stock Number Directory (M14), Interchangeable and Substitution Group (ISG) Listing (R02), and the Master Bench Stock Listing (S04), etc., to see if an item is available on base. If you find that an item has a warehouse location, then the storage and issue section must physically check the location for the item. Under normal conditions, DPU inputs the issue request and then the S1100/60 takes over. The S1100/60 keeps track of item record balances, interchangeables/substitutes, etc. If an item is available, an issue document is produced on the appropriate warehouse terminal. S1100/60 actions are much faster than manual actions, which is one reason for processing only priority transactions during the first three phases of post-post.

The COS restricts the preprinting of post-post documents, DD Form 1348-1, DOD Single Line Item Release/Receipt Document, to only constant data elements. The security classification is not preprinted, rather it is annotated at the time of S1100/60 processing after screening the M14.

The PPCT chief activates the PPCT upon direction from the COS. The team chief coordinates and resolves procedural matters between the PPCT and functional activities. Other responsibilities are to:

a. Inform the COS, satellite supply operations officers, munitions supply officer, and branch chiefs on the status of the post-post operations.

b. Determine the number of people needed for the PPCT.

c. Ensure that all post-post transactions are keypunched, quality controlled, sequenced, and ready for input when the system becomes operational.

d. Set up a separate distribution system to ensure that all post-post documents are available for quality control.

e. Assist the branch chiefs in moving people to the essential jobs that must be done during post-post. These essential areas are requisitioning unit, DPU, receiving section, storage and issue section, pickup and delivery section, punchcard accounting machines (PCAM) unit, mission support section, and the repair cycle support section.

f. Ensure that reports and listings needed during post-post are available in the workcenters.

g. Coordinate with the management and systems officer (MSO) and PCAM unit supervisor to ensure that post-post keypunching needs are given priority.

h. Keep a log of major events and problems that occur during post-post. Brief the MSO on this data and recommend solutions.

i. Contact the satellite supply operations officers to find what method is to be used to process backlogs at the satellites.

j. Ensure that all post-post transactions are processed and rejects are cleared prior to allowing on-line processing to start.

The MSO monitors the operation of the account during real post-post periods and during no-notice exercises to spot weaknesses in knowledge of the supply functions, personnel usage, branch coordination, reject management, and how well supply responds to the needs of the customer. The COS and branch chiefs are briefed on the findings by the MSO. The MSO also has the responsibility to:

a. Identify those people who require more supply training to the respective branch chief and monitor the training program to ensure that personnel are adequately trained.

b. Develop and publish supplements to give base unique processing rules, to elect options, and to establish a local input sequence, if needed.

c. Determine if a member of Accounting and Finance (A&F) is needed on the PPCT. This is only needed when manual recording of stock fund issues and turn-ins against the PFMR is required.

d. Inform the COS when the S1100/60 goes down due to site (power failure, environmental conditions, etc.) or hardware problems.

e. Give the COS an estimated length of time that the system is to be down.

f. Ensure that the PCAM unit is adequately manned to keypunch the post-post inputs.

g. Provide a work area for the PPCT to assemble the post-post inputs and to work on rejects once the system is on-line.

h. Provide utility programs to list input cards for quality control if the capability exists.

i. Set a cutoff time for post-post transactions prior to coming on-line.

j. Determine the need and arrange for processing backlogs at alternate sites.

In order to prevent rejects and incorrect data from being processed, it is necessary to sequence the inputs prior to processing them. If you received an issue request and the item record was not loaded, the issue request would create reject 295, "Item Record Not Loaded". To prevent this from happening, the item record load (FIL) should be processed before the issue request (ISU). The PPCT is responsible for sequencing the inputs prior to processing. See figure 1-8 for a recommended sequence of post-post inputs.

Exercises (209):

1. How long is the time frame for each post-post phase?

2. How often is each phase tested?

3. Who activates the PPCT?

4. Using figure 1-8, sequence the following post-post transactions: LPS, DOR, FIL, CIC, ISU, (back ordered), and SPR.

POST-POST BACKLOG PROCESSING SEQUENCE

The following is a recommended sequence for processing post-post backlogs. It is not intended to be all-inclusive nor mandatory. Local discretion should be used to consider local conditions and processing restrictions.

DIC/TRIC	DESCRIPTION
FIL	Item Record Load
FNL	File Maintenance Change
FCH	Identity Change
FCS	Warehouse Location
FCC	Condition Changes
ORG	Monetary Adjustment
PRJ	FMR Adjustment
1SR	SRD Load, Delete, Inquiry
1PR	Fuels Requisition
1PC	Fuels Due-In Cancellations
1PS	Fuels Shipment Status
1RP	Fuels Receipts
1RF	Fuels Issue
1DF	Fuels Defuel
1SP	Fuels Shipments
1RM	Fuels Special Inventory
1RL	Fuel Cycle Inventory
CIC	Complete Inventory and Other Related Transactions
ISU	Back Orders (Note 1)
SPR	Back Order Document Number in cc 67-80
SPR	Other
LPS	LP Status
IRC	Special Inventory and Related Transactions
REC	Receipts with TEX 6 and DOR Number in cc 60-73
REC	Receipt with TEX 8
BIR	Retail Outlet Reconcile Cards (Note 2)
ISU	With TEX 6 (Non-DIFM)
ISU/TIN	DIFM Only (Note 3)
DOR	DIFM Only
TIN	Non-DIFM (TEX 8) (Serviceable)
DOR	With TEX 6 (Non-DIFM)
REC	Other Receipts (Note 4)
TIN	Unserviceable
SHP	With TEX 6
TRM	With TEX 6
Other	All other transactions will be maintained and processed as directly by the PPCT chief.

NOTE 1: TEX 6 ISU with the same stock number should be processed first.

NOTE 2: BIR created before any TEX code G receipt should also be processed before the TEX code G receipts.

NOTE 3: Extreme caution must be used in sequencing these documents. The following is recommended:

Sort alpha in cc 1. This will put ISU in front of TIN.

Sort into document number sequence (cc 30-43). This will put each ISU in front of its respective TIN.

Manually select all TIN which do not have a matching ISU and put in front.

NOTE 4: Bases operating under Line Item Accounting must insure all post-post ISU (IEX E and K) are processed prior to these receipts.

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Figure 1-8. Post-post backlog processing sequence.

Computer Operations

WITH OVER TWO million items in its inventory, the Air Force operates one of the largest supply systems in the world. This huge inventory is distributed over countless Air Force bases worldwide. Maintenance of a smooth flow of supplies from the manufacturer to the user, begins with a fast and efficient supply accounting system. In the early 1960s, Air Force commanders decided to standardize property accounting. The implementation of an electronic data processing system was then started.

2-1. Remote Batch Processor (RBP) Concept

The computer can be used to solve any problem that can be reduced to a routine or a mathematical statement of fact. The tasks to which the computer can be adapted range from simple bookkeeping to complex missile guidance. The computer is to the human mind what the magnifying glass is to the human eye. Unable to think, just as the glass is unable to see, the computer system can and does help us to think faster and more accurately about almost any subject.

210. Identify specific elements of the remote processing station hardware components.

Remote Processing Station. The growth of computer technology and the improvement of data communications brought with them the capability of updating the operation of the Air Force base level supply system substantially, increasing both its scope and effectiveness. For an efficient supply operation, we must have many talents. We must stock millions of dollars in supplies and equipment to effectively support the assigned missions, yet at the same time, we must ensure that onhand assets are at the minimum level possible. Supply effectiveness is directly affected by our knowledge of the computer system.

All data processing systems have the same three basic elements: (1) an input location, where an operator enters data; (2) a processor, which handles and stores the data as requested; (3) and an output location, where the processed data is received. Under the RBP concept, the RBP functions as a location for both input and output, allowing you to enter data and operating commands and to obtain the output or the processed results of the data you enter.

The processor is the heart of the data processing system. The data you enter is stored in the processor memory for immediate or future operations to be performed on it. The processor can use the information you send and combine or compare it with other stored information to produce a desired result.

In the RBP system, the processing workload is shared between the host processor and the RBP controller (UTS4020 cluster controller). The host processor, often referred to as the "host", is the main computer processor. It is located with the host system.

The RBP controller, or simply the "controller," located at the RPS, is the link between the UTS20W (workstation) and the host processor. The controller monitors the order operations of the workstation and all peripheral (external) devices attached to the workstations in sending their data to the host processor. In addition, the controller can perform a part of the actual data processing and storage itself, without having to communicate with the host.

The workstation, RBP controller, and the host processor send data and coded instructions to each other through communication lines. These lines are dedicated, which means the connection is permanently established.

The coded instructions that are sent along these dedicated lines, which enable the host processor to perform its operations, are called programs or software. The software defines and dictates every action of the host processor. Software can be stored on diskette recording mediums. Software that is "burned" into the internal components of a device and becomes a self-contained part of machine operations is called firmware. The firmware may provide the minimal capability of checking the operational status of a device (such as the controller).

RPS Hardware Components. The remote processing station (RPS) consists of the UTS4020 cluster controller (RBP or Controller), the UTS20W (workstation), the UTS40, and the symbiont devices (printer, punch, and reader).

UTS4020 cluster controller. The controller (fig. 2-1) is the go between when data is being sent from the workstation to the host or vice versa. It also controls the access and identification of peripheral (external) devices within the RPS cluster. Another function of the controller is to load the basic operating software to the workstation. It operates through its own firmware and instructions on the system diskette.

Cluster controller control panel. Before any keyboard input or operations on the workstation can occur, the controller must first be operational. The workstation must also have its general operating parameters loaded by the controller. This is done through the control panel of the controller. The panel is located adjacent to the integral load device on the front of the controller (fig. 2-2). The front panel controls and indicators are as follows:

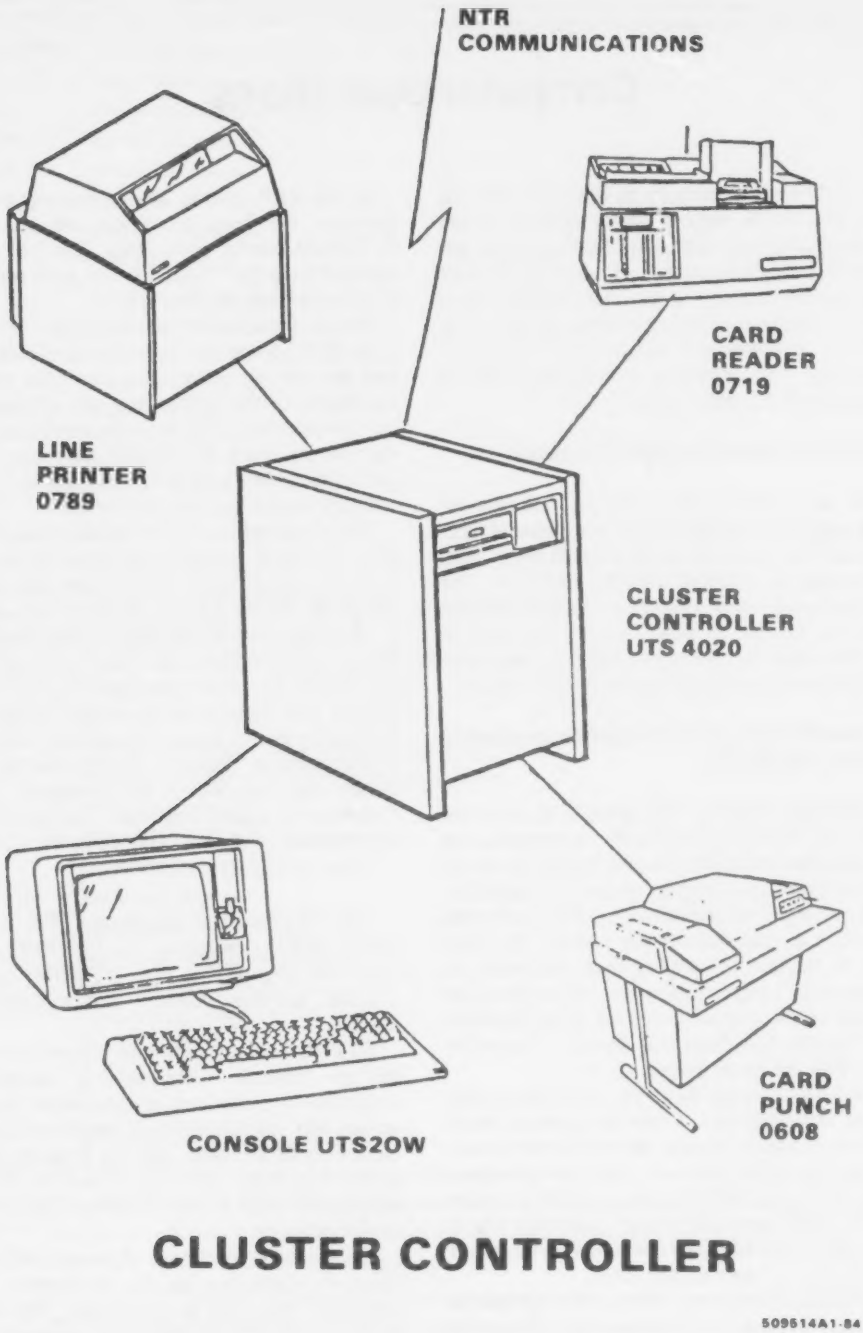

Figure 2-1. UTS4020 cluster controller.

Figure 2-2. Cluster controller control panel.

POWER—Pressing this switch to the ON position turns on the power to the cluster controller. (The workstation and each external device must be turned on individually).

ALARM OVRD (alarm override)—Pressing this pushbutton lets the operator silence the audible alarm that signals overheating of the controller. The override options should be used only when a critical operation must be completed before the controller power is turned off. The indicator, in the center of the pushbutton, lights when the pushbutton is pressed once, indicating the audible alarm is disabled. When the pushbutton is pushed again, the light is turned off and the alarm is set.

LOAD—Inserting the system diskette and pressing the LOAD pushbutton initiates the system load process to each connected workstation. If the system diskette is not inserted, the LOAD pushbutton has no effect.

SAVE—This pushbutton is used in conjunction with the dump memory function of the controller utilities. When a prepped dump diskette is inserted in the integral load device and the SAVE pushbutton is pressed, the contents of the controller memory are written onto the diskette.

UTS20W workstation. The workstation terminal contains a cathode ray tube (CRT) screen and a control panel with security keylocks. The freestanding keyboard is connected by a cable to the back of the terminal, allowing the operator to position the keyboard as desired. The UTS20W (fig. 2-3) provides the RPS operator control over the RPS input/output devices.

The keyboard is the primary means of entering specific operating instructions. A maximum of 24 rows by 80 columns of characters can be entered or displayed. The bottom line, row 25, always displays the indicator line, which shows the current operating status of the workstation.

0425 teleprinter. The 0425 receive-only teleprinter (fig. 2-4) is an impact dot matrix printer which prints bidirectionally and incrementally. It is a read-only printer, capable of accepting data from the UTS40. The standard teleprinter prints 132 columns at 10 columns per inch. Vertical spacing is six lines per inch. This device is programmable and may be changed from either the U1100/60 mainframe or the RPS console.

0719 card reader. The 0719 card reader (fig. 2-5) is a self-contained table-top device that provides on-line input to the processor. The card reader has the capability of reading 300 or 600 standard 80-column cards per minute. It contains one hopper and one stacker, each having a 1000-card capacity. Control of the feed mechanism is on a demand basis from the processor. Reading is column by column in serial form. Each feed command received from

Figure 2-3. UTS20W workstation.

the processor causes a single card to be fed into the transport path to be read and then stacked.

0608 card punch. The 0608 card punch (fig. 2-6) functions are regulated by a controller. All controls and indicators used with the card punch are located on an operator control panel on the front of the unit.

The operator can load up to seven hundred 80-column cards of standard thickness into the card punch hopper. After loading the cards, the operator presses the RUN switch/indicator to make the card punch operational. External control initiates card movement and allows the first card to feed into a prepunch read station. Cards are moved by feed rolls along the feed path.

As the card passes through the prepunch read station, a sprocket pulse is generated by the leading edge of the card to initiate the timing sequence for reading prepunched cards. Cards are read at the rate of 200 cards per minute. Data in each column is read serially, column by column, by photoelectric circuits. Each column is strobed twice to ensure correct reading and data validity. Read data is transferred to a one-card buffer. When reading is complete, the contents are transferred to the processor.

0789 printer. The 0789 Printer (fig. 2-7) is a freestanding line printer designed to operate at a print rate of 640 lines per minute (1pm). The printer has a standard 132-column print line with one print control buffer. The print line buffer stores character codes before printing. The printer contains a print mechanism, actuator driver electronics, power supply, forms feed control, interface electronics, power control, operator control panel, and printer enclosure.

Exercises (210):

1. Which RPS equipment controls the access of the peripheral devices?

2. How many columns of print does the 0425 teleprinter provide?

3. How many cards can the 0608 card punch read per minute?

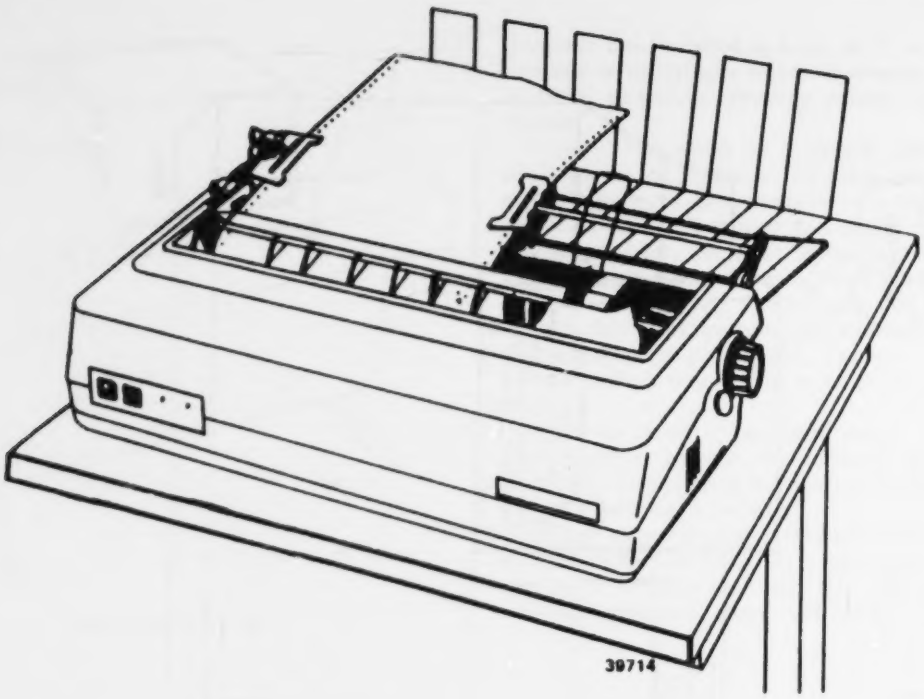

Figure 2-4. 0425 teleprinter.

11. State the procedures for operating the UTS40 erminal.

UTS40 Terminal. As a supply technician, you are a rime updater of the data stored in the S1100/60. UTS40 erminals are located throughout the supply complex for his purpose. The UTS40 serves as the primary method of ntering data into the S1100/60, therefore, it is necessary or you to be knowledgeable on the operation of this erminal.

The visual display consists of sharp, bright, green haracters on a dark background. The characters closely esemble conventional printed material. Each character ppears of equal thickness and brightness over the entire creen, resulting in excellent legibility and clarity of resentation at all times. Character brightness can be djusted to the preferred level by the operator.

A nonglare screen and the natural viewing angle provided y the vertical CRT contribute to viewing comfort. Another seful attribute of the UTS40 (fig. 2-8) is the self-turnoff isplay. After a preselected time (1, 4, 16, or 64 minutes) as elapsed without any keyboard or communications ctivity, the screen display shuts off. This feature prevents nnecessary power consumption and also alleviates the creen phospho "ghosts" caused by a constant display. The display can be turned on again by pressing any data ey.

The UTS40 is capable of displaying any accessible file in the host processor. For a quick look at your data, just scan through the file, using the display. If a printed copy of the data is needed, a peripheral printer can provide it.

The UTS40 keyboard was designed to increase operator productivity. The light, responsive key action minimizes operator fatigue. Also, at the operator's option, a command can be entered in the terminal so that a "click" sounds each time a key is pressed. This may help to increase operator confidence and decrease dependence on the visual display during data entry.

All of the controls required to operate the terminal and to initiate data transfer are located on the keyboard. Controls not used in regular operation are located on the casework under the screen.

Keyboard. The keyboard on the UTS40 (fig. 2-8) is similar to that of an ordinary typewriter. It is composed of data and control keys. Data keys are the alphabetic and numeric keys found on a typewriter. Control keys perform editing and formatting operations and initiate special functions. Also, most of the keys (both data and control) have an automatic cycling function. That is, the rapid, automatic repetition of a single keystroke, accomplished by pressing down a key and holding it. This capability provides a fast and easy way to repeat a keystroke or to perform editing functions on a full screen of data. The ordinary cycle speed is 12.5 characters per second, but

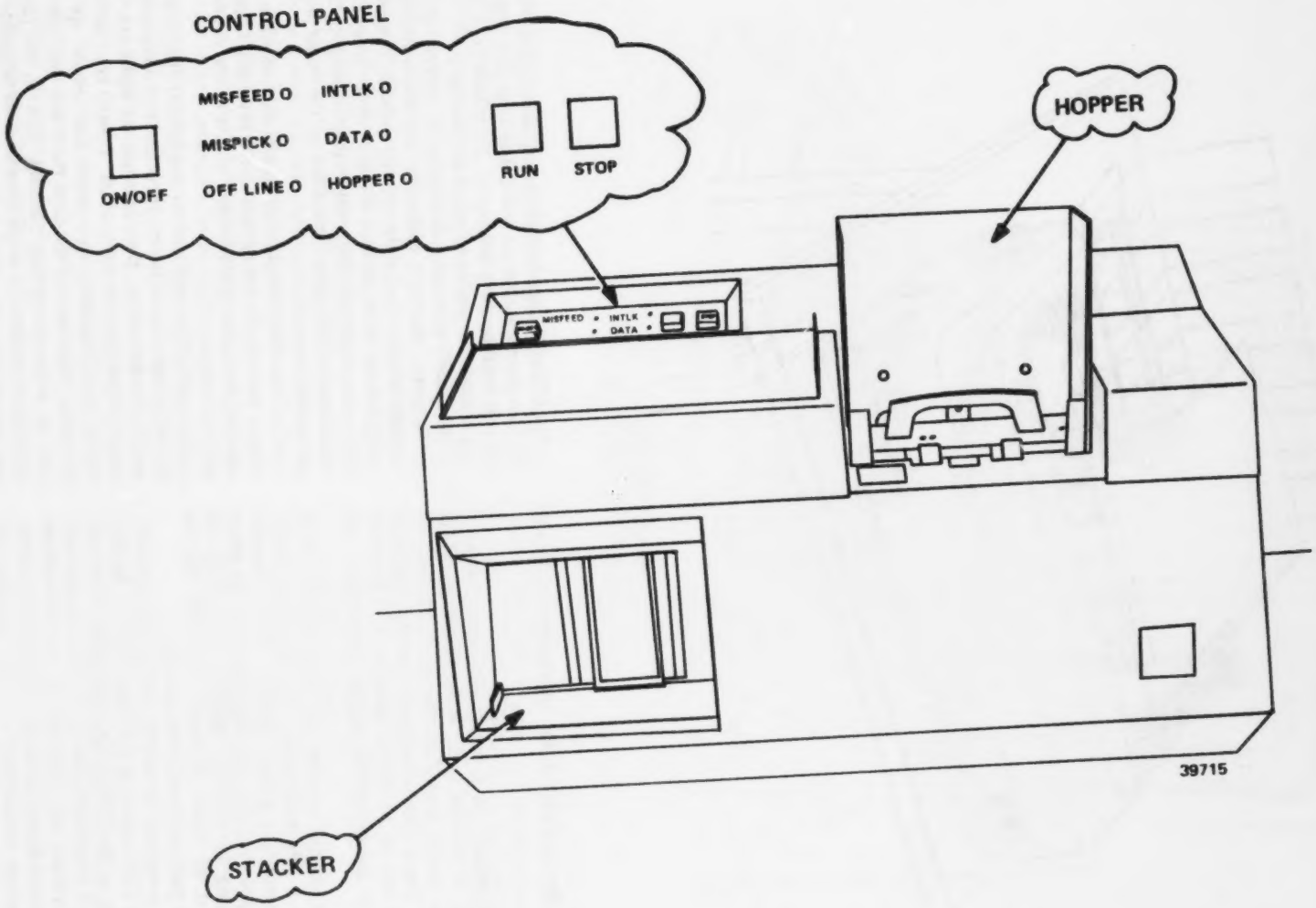

Figure 2-5. 0719 card reader.

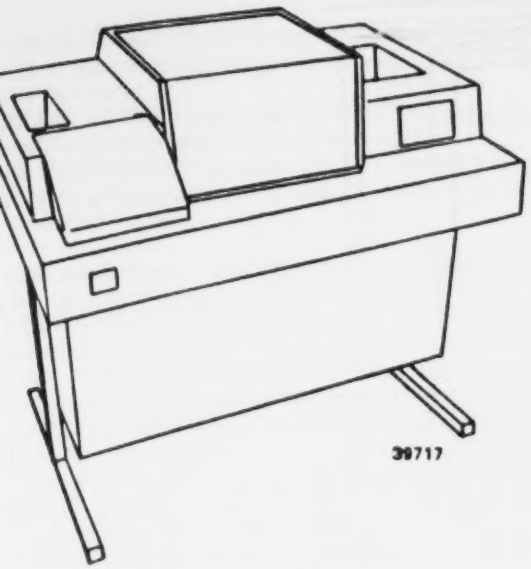

Figure 2-6. 0608 card punch.

characters can be cycled at a rate of 25 per second. The keyboard is the primary means of entering data into the S1100/60, as well as extracting, editing, and rearranging that data.

Cursor. The cursor is a unique character that is displayed on the screen at all times except, during a transmission to the host processor or a data transfer to a peripheral device. It appears as a bright rectangle with a dark diagonal bar. The cursor advances one position each time a data key is pressed. Its current position indicates the location where the next data character will be entered. If the next data character is to be entered somewhere other than the next sequential position, the cursor is moved to the desired position with one or more of the cursor control keys.

When the cursor is positioned over a displayable or nondisplayable character, the character and cursor blink alternately. This blinking helps you locate the cursor when it is positioned over a character.

For data entry and editing, the cursor is an indispensable provision of the UTS40. With the help of this highly mobile and visible screen-position indicator, you can manipulate data with great ease, speed, and accuracy. The cursor is

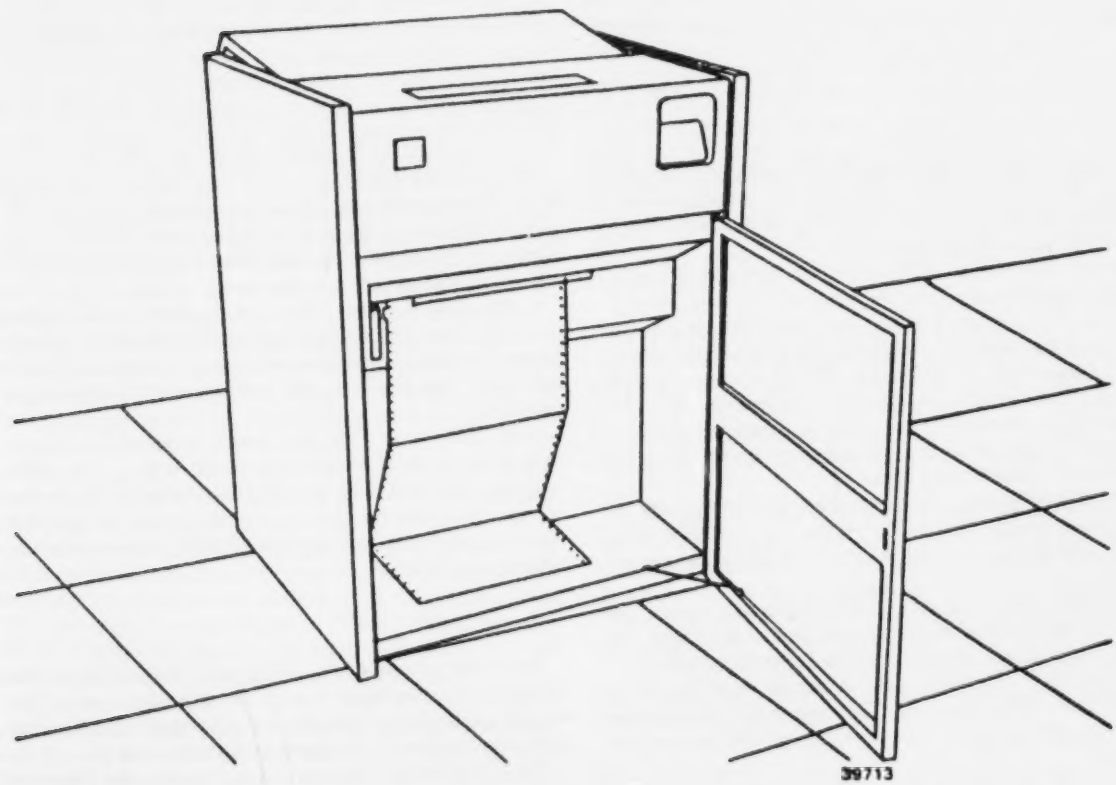

Figure 2-7. 0789 printer.

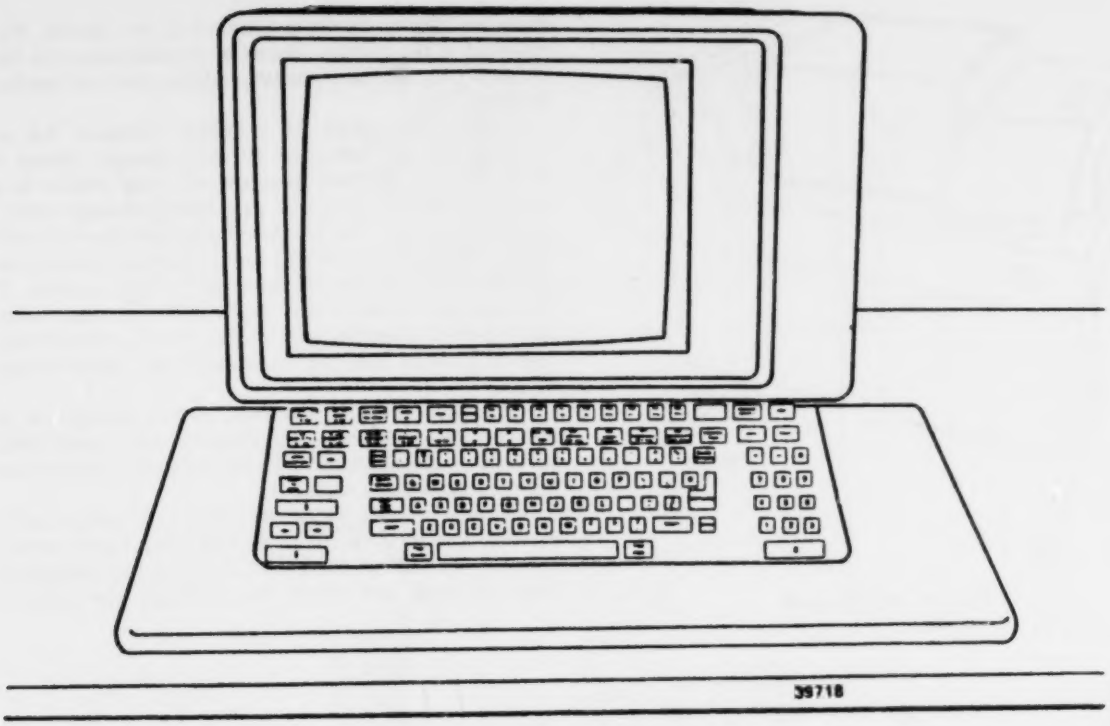

Figure 2-8. UTS40 terminal.

also used by the UTS40 to identify the end position of data to be transmitted to the processor or transferred to a peripheral printer. It is also used by peripheral devices to position data in display storage.

Cursor control keys. The following keys can be used to control or position the cursor on the screen:

Space Bar—When pressed, the space bar moves the cursor one position at a time across the screen (left to right). When held down, it cycles at a rate of 12 characters per second. The space bar can be configured as either destructive or nondestructive (that is, when the cursor is advanced by the space bar, the character under the cursor can either be erased or left intact).

BACKSPACE key—When pressed, this key moves the cursor one position at a time across the screen (right to left). When held down, it cycles at a rate of 12 characters per second.

RETURN key—This key, when depressed, moves the cursor to the first position of the next line of the display. If on line 24, it moves the cursor to row 1, the first position.

SCAN keys—These are the four arrow keys located on the left side of the keyboard. They move the cursor either up, down, left, or right. When held down, each cycles until released.

CURSOR TO HOME key—This is used to move the cursor from its present location to the home position. The home position is considered to be the first position in the upper left corner of the screen, (row 1, column 1).

TAB FORWARD key—This key moves the cursor immediately to the next tab stop to the right of the cursor's present position. If there are no tab stops to the right of the cursor, including all of the following lines to the end of the screen, the cursor moves to the home position.

TAB BACK key—This key moves the cursor immediately to the next tab stop to the left of the cursor's present position. If there are no tab stops between the cursor and the home position, the cursor moves to the home position.

TAB SET key—This key, which is located above the data keys, is used to generate a tab stop at the cursor location. The tab stop occupies that position in display storage and when the appropriate tab function is used, the cursor is placed in the next unprotected position after the tab stop characters.

Data entry and editing. Data entry and editing on the UTS40 is accomplished through the use of the cursor and several control keys located on the keyboard. The following keys provide specialized character erasing features;

ERASE CHAR—This key is used to erase the character in the cursor position and enters a space in that position in the display. The cursor moves one position to the right.

ERASE TO EOL (erase to end of line)—This key erases all characters from the cursor to the end of the line.

ERASE TO EOD (erase to end of display)—This key erases all unprotected data characters from the cursor to the end of the display.

ERASE TO EOF (erase to end of field)—This key erases all data from the cursor to the end of the field.

ERASE DIS (erase display)—This key erases all data, both protected and unprotected, from the cursor to the end of the display.

Data manipulation. The following keys manipulate data on the screen by allowing you to add or delete text.

DELETE IN LINE key—When pressed, this key deletes the character under the cursor and moves the remainder of the line one position to the left. This key does not affect the rest of the display. When held down, it cycles.

INSERT IN LINE key—When pressed, this key inserts a space at the cursor position and moves the remainder of the line one position to the right. Any character in the last column of the display is lost. This key affects the line the cursor is located on only. When held down, it cycles.

LINE DELETE key—When pressed, this key deletes the line that the cursor is on, causing all of the following lines to move up one line on the screen.

LINE INSERT key—When pressed, this key causes one blank line to be inserted on the line where the cursor is located. All of the following lines are moved down one line, and any data on the last line of the screen is deleted.

DELETE IN DIS key—When pressed, this key causes the character in the cursor position to be deleted, and all characters in the first position of a line are moved to the last position of the previous line. A blank space is entered in the last position of the previous line and in the last position of the display.

INSERT IN DIS key—When pressed, this key inserts a space in the cursor position and all of the following characters are moved one position to the right. This key also has "wrap around" capabilities, which causes all data in the last column of a line to move to the first position of the next line, and the last position of the display is deleted.

LINE DUP key—This key, when pressed, causes the entire line on which the cursor is located to be duplicated on the following line, and any data that was there is deleted.

Formatting. The following keys are useful in formatting data on the screen for later use by a peripheral printer when producing a hard copy.

LF (line feed) key—Pressing this key generates a nondisplayable line feed character in the cursor position, and the cursor moves one position to the right as it does with the entry of a data character. When printing the data out on a peripheral printer, the printer advances one line every time it passes over one of these characters.

FF (form feed) key—Pressing this key generates a nondisplayable form feed character in the cursor position, and the cursor moves one position to the right. When a peripheral printer encounters a form feed character, it advances one page or one line if the printer does not have a variable forms control.

Special characters. There are three data characters with special characteristics that may be entered through the UTS40. They are the:

(1) Column separater.
(2) Underline.
(3) Strike-through.

These special characters are not identified on the keyboard and require a special data entry procedure. While most data keys contain two characters, the letters J, K, and L each contain three. Each one contains the appropriate uppercase and lowercase letter, and a special character. The special character is achieved by depressing the upper function key in conjunction with the desired data key.

These characters are nondestructive and can be entered before or after any data characters. They may occupy the same position on the screen as another character without replacing the original character. While these characters can be displayed on the UTS40 screen, the peripheral printer is unable to print them.

Keyboard control keys. The UTS40 keyboard contains several keys that control certain functions of the keyboard itself. These include:

KBOARD UNLOCK key—When this key is pressed, all indicators are cleared, the audible alarm is silenced, and any communication or peripheral operation in progress from the terminal is terminated. The terminal is then free for data entry.

SHIFT and SHIFT LOCK keys—These keys function the same as the SHIFT and SHIFT LOCK keys on an ordinary typewriter. Pressing the SHIFT key and a data key produces the uppercase of the data key. The SHIFT LOCK key locks the keyboard into the uppercase mode until the SHIFT key is pressed again to release the lock. The red indicator on the SHIFT LOCK key remains lit as long as the keyboard is in the SHIFT mode. The SHIFT key has no affect on the control keys.

UPPER FUNCTION key—Many keycaps on the control keys contain two different functions. To activate the upper most key function, you hold down the UPPER FUNCTION key and press the desired control key. Do not confuse the UPPER FUNCTION key with the SHIFT key. The UPPER FUNCTION key selects the upper function of a control key. The SHIFT key activates the uppercase of a data key only.

Transmission control keys. Pressing this key generates a start of entry (SOE) character on the screen at the cursor location and advances the cursor one position. The SOE character defines the beginning of a field to be transferred to the host processor or to a peripheral device, while the cursor defines the end of the field.

XMIT key—When pressed, this key causes the type of data transmission specified in the control page to occur on the next traffic poll to the terminal.

HANG UP key—When a condition occurs that requires an operator initiated disconnection on a dialed transmission line connection, pressing the HANG UP key causes the modem at each end of the line to break connection.

PAGE key—Pressing the PAGE key causes the screen bypass memory to be displayed on the UTS40 screen. The key is operational even when the wait indicator is lit and the keyboard is locked.

Sign-on procedures. Ensure that the terminal printer is on and the required forms are loaded. When the terminal power is turned on, a page number is displayed in the lower corner of the visual display unit (VDU).

- If the number is 1, depress the CONTROL PAGE FUNCTION key. The following is displayed:

```
(**PRINT*)STA-  (**XFER**)PRNT(PRNT)XFER(ALL)XMIT(CHAN)MM   (PARAM)
(    /P1    )ADR-(    /    /)SEARCH(                          )(  /  )
```

- If the display is different, enter the correct data.
- If the page number is 2, depress the PAGE FUNCTION key. Page number 1 is then displayed.
- When the control page is 1 and the control page parameters are correct, depress the CONTROL PAGE FUNCTION key. Control page parameters disappear.

Sign on. Depress SOE function key, enter $$SON (terminal ID), and depress XMIT function key. Response is ENTER SESSION AND ESTABLISH REQUEST. (NOTE: Depress the SOE function key prior to accomplishing each of the following in the event the SOE is not automatically displayed.)

- Enter $$OPEN T (System ID), depress XMIT function key. Response is SESSION PATH OPEN TO T (SYSTEM ID).
- Enter LOGON, depress XMIT function key. Response is ENTER USERID/PASSWORD.
- Enter your USERID/Password. Depress XMIT. If correct, USERID/password is entered, the response is:

a. TERMINAL ACTIVE.
b. ATTACHED TO ADS (ADS ID).
c. ADS IS UP (DWN).

NOTE: You only have three tries to enter the correct USERID/Password. After three attempts, the system inactivates your terminal. Once this occurs, you must contact the RPS operator to continue.

- If the system accepts your USERID/Password, enter *OPEN. Depress XMIT function key. The system menu screen is displayed.
- Tab to SCREEN MENU #_____. Move the cursor to the first input position after # sign. Enter a screen number or screen name, and depress XMIT key. The screen requested is displayed. When the screen menu # is left blank and the XMIT key is depressed, the main menu screen is displayed. Refer to AFM 67-1, Vol 2, Part 2, Chapter 34 for a complete index of screens. This index is in screen name sequence with corresponding screen number and topic menu name.

Menu Screens. Menu screens provide a method of calling a screen for display when the specific screen name or number is unknown. There are three types of menu screens.

Menu. This menu is displayed when OPEN is used after signing on with your USERID/Password and may be called at anytime by depressing the SOE key and entering MENU, then depressing XMIT. It may be used to call any screen used by the SBSS.

Main menu. The menu may be called by the MENU screen or by depressing the SOE key, entering #MAINMENU or screen number #001. This screen displays major screen topics. Move the cursor to the topic selected and depress the XMIT key. The topic menu selected is displayed.

Topic menu. The topic menu screens group the same type of functions together by topic name; for example, all issue screens are listed in topic menu # ISSUE, all turn-in screens are listed in topic menu # TURNIN, etc. To select a specific topic menu, move the cursor to the topic selected and depress the XMIT key. The specific topic menu is displayed.

Specific topic menu. The specific topic menu lists all screens under one topic name; for example, ISSUES. The specific topic menu also provides screen names and a description of what the screen is used for; for example, the # ISSUE would display CIVIL ENGINEER ISSUE TYPE ORG CODE A OR B NONMICAP. Move the cursor to the specific screen name required and depress the XMIT key. The screen selected is be displayed.

While the above provides the procedures for finding a specific screen by using the menu screens, this method should only be used when a specific screen name or number is unknown and/or cannot be obtained from AFM 67-1, Vol 2, Part 2, Chapter 34.

Entering and transmitting data. A displayed screen contains two types of data—protected and unprotected. The screen name, screen number, and data filed names are protected data and cannot be changed. The prepositioned initial value data and the _____ (underscore) character positions are unprotected and can be changed.

When a detail screen has been retrieved, the cursor appears at the first character position of the first field to be entered. As data is keyed in, the cursor advances from left to right. When the maximum number of characters are entered in a field, the cursor automatically moves to the next field on the screen.

If the screen input field is variable in length and less than the available number of characters are entered, depress the TAB key to advance the cursor to the next field.

Sending data from the screen to the S1100/60 is accomplished by depressing the XMIT key. When this key is depressed, all unprotected data between (and including) the cursor character position and the previous SOE characters are sent to the S1100/60. If no SOE character is visible on the screen, the transmitted data includes all unprotected data between the top of the screen (home

position) and the cursor position. Data which follows the cursor or precedes the SOE is not be transmitted.

Sign-off procedures. Call the MENU screen by depressing SOE and entering MENU (>MENU). Depress XMIT. Response is the MENU screen.

- Tab to * close statement. Depress XMIT.
- Response is LOGOFF. Depress XMIT. This logs off the terminal.
- Depress SOE function key, enter $$Close. Depress XMIT.
- Depress SOE function key, enter $$SOFF. Depress XMIT.

Exercises (211):

1. What is used as the primary means of entering data into the S1100/60 system?

2. What affect does the SHIFT key have on the control keys?

3. What keyboard key is depressed to send data from the screen to the S1100/60?

4. What action is necessary, when the system inactivates your terminal, due to an incorrect USERID/Password?

2-2. Operation of Punchcard Accounting Machines (PCAM)

Most computer transactions are done with punchcards. Accounting for and maintaining a large volume of punchcards would be impossible without the aid of PCAM equipment. In the following paragraphs, we discuss the use of these machines from a management point of view.

212. State what PCAM support equipment is used by the standard base supply system (SBSS) and the purpose of some of the equipment.

Keypunch Machine. The type and number of keypunch machines authorized vary from base to base. The number of authorized machines also depends upon the computer configuration and the number of transactions processed. Three models of keypunch machines used in the supply system—the IBM 026 keypunch, MAI 129 keypunch and the UNIVAC 1710 verifying interpreting punch. The primary function of a keypunch machine (fig. 2-9) is to punch cards. Cards may be punched manually by using the keyboard of the keypunch as you would that of a typewriter. A program card may also be used to speed and simplify the keypunching process. Program cards provide the capability to automatically skip or duplicate specified card columns.

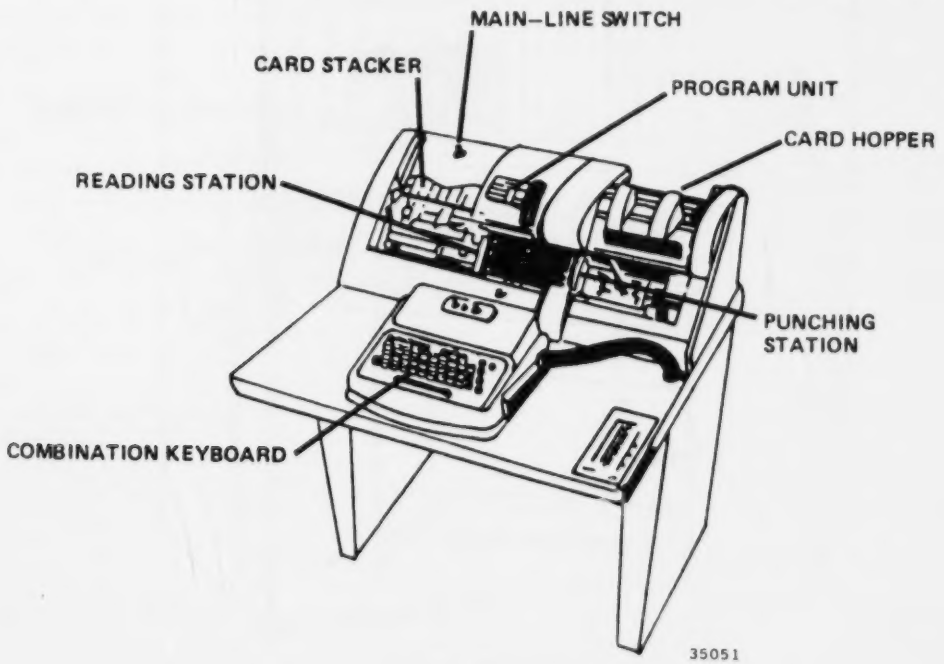

Figure 2-9. Keypunch machine.

Since there are no established rules for the use of these cards, local controls should be established within each unit to achieve the maximum use of them. Whenever a large group of cards must be punched in the same format or with constant data in a specified column, a program card should be considered. For example, if you need to punch the quantity in card columns 25-30 on 500 cards, use a program card. On the other hand, if only two or three cards are involved, it would take longer to mount the program card than to punch the data without a program card. A file of program cards should be established and maintained either as an individual file or as a central file in the PCAM unit.

We won't go into any great detail about maintenance, because the operator's manual for the keypunch machine outlines the operator maintenance requirements.

Interpreter. Cards produced by the S1100/60 do not have printed information on them. Since we are not all experts at reading the punches in a punchcard, we need a machine to interpret them for us. The interpreter machine you are most likely to work with is the IBM 548 model (fig. 2-10). It can interpret 100 cards per minute. To determine which cards require interpretation, you must refer to AFM 67-1, Volume 2, Part 4. The data in the card is printed in specified card columns. Three basic panels are used with the IBM 548. They are permanently wired and retained within the PCAM unit. The panels are (a) main, (b) document control, and (c) general purpose. AFM 67-1, Volume 2, Part 4 specifies the print position in which card columns are printed. Permanently wired panels must be labeled with the name of the panel and must be covered.

Sixty columns of data can be interpreted on one line of print. Therefore, it is necessary to process cards twice to print all 80 columns of a card. The data may be printed on two print lines—the upper and lower. Once cards are properly interpreted, they are forwarded to the user.

Sorter. Two models of IBM sorters are used in the SBSS. The IBM 082 sorter is still in operation at some bases. It can process 650 cards per minute. The other

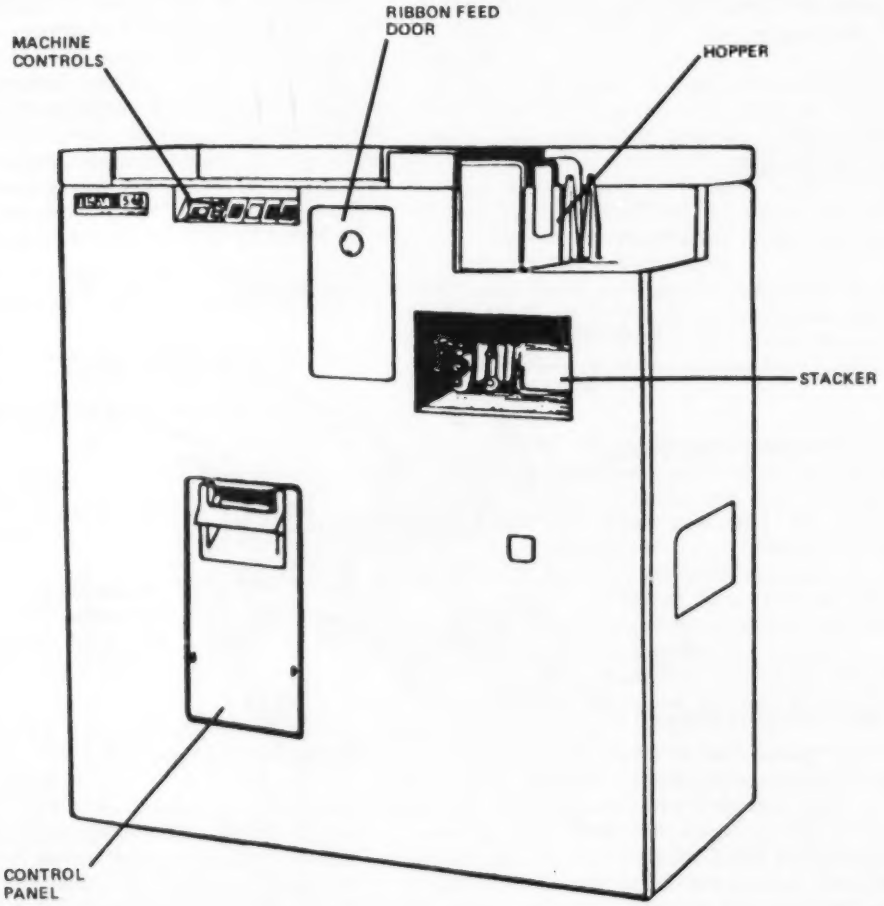

Figure 2-10. Interpreter.

machine is the IBM 083 sorter (fig 2-11). It has many of the operating features of the 082, but is much faster and is able to read and sort 1000 cards per minute. Both sort cards by one-card column at a time.

Cards that are received from the base communication center—incoming transceiver traffic—must be sorted. These cards vary from incoming priority status and redistribution orders to routine supply status. Additionally, it is always possible for a deck of cards intended for another organization to be misrouted to you. Incoming transceiver traffic comes in card decks that vary from 2 to 500 cards. Each deck (batch) has a header card that tells what the cards are and for whom they are intended. The first step is to review the header cards and ensure that the deck is intended for your organization. The next step is to sort the cards that remain, as outlined in AFM 67–1, Volume 2, Part 4, and process them in accordance with the instructions. Misrouted cards should be returned to the base communication center immediately.

Decollator. The machines we have discussed so far in this section are assigned to and operated by the PCAM unit. The decollator, however, may be assigned either to the PCAM unit or distribution unit.

The forms decollator (fig. 2-12) is used to remove carbon paper from the various reports and listings. It can process six part listings. Operators should be especially careful operating this machine, because it is very easy to spoil or mar listings when it is running at full speed.

Exercises (212):

1. What are the three types of keypunch machines used in the SBSS?

2. Name the support equipment used by PCAM.

3. When should a program card be considered for use on the keypunch machine?

4. What sorting machine has the capability to sort 1000 cards a minute?

5. What card is used to ensure that a deck is intended for your organization?

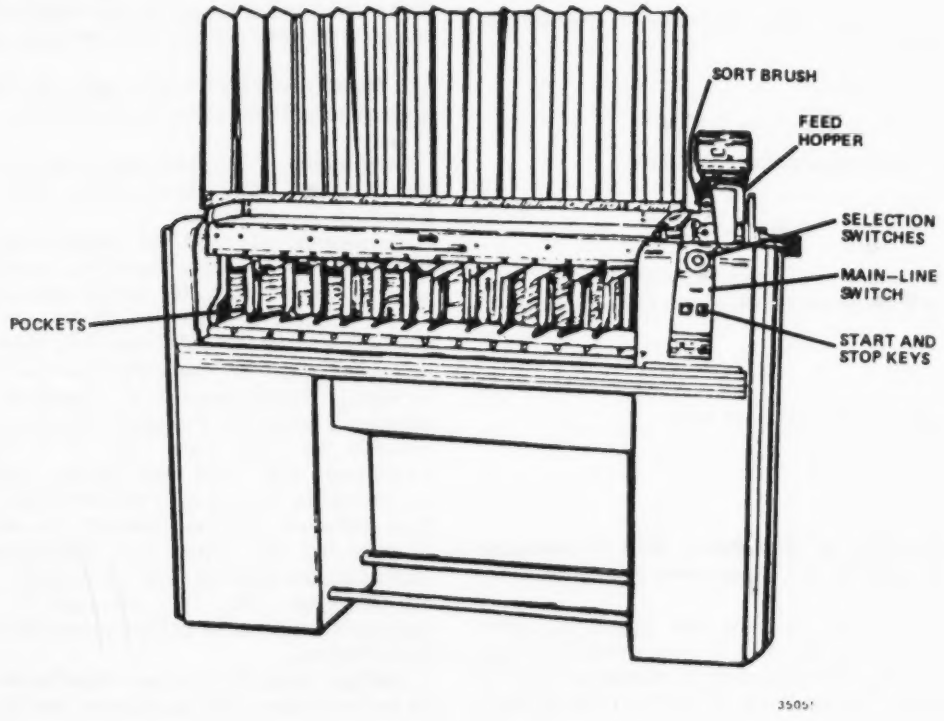

Figure 2-11. Sorter.

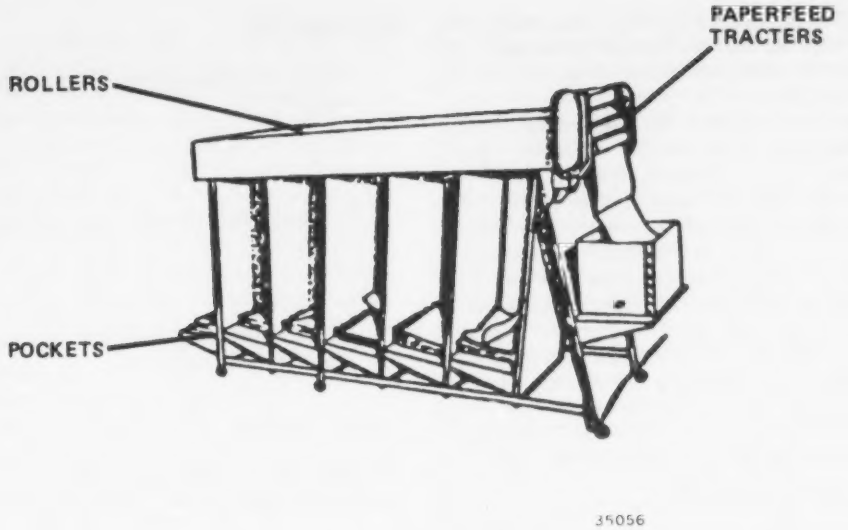

Figure 2-12. Decollator.

6. To determine which keypunch cards need interpretation, you would go to what source?

7. What are the three basic panels used by the IBM 548 interpreter?

8. What is the forms decollator used for?

9. When cards are received from the base communications center, what is the first step taken?

10. What are program cards used for?

2-3. Distribution of Automatic Data Processing Equipment (ADPE) and Transceiver Products

Distribution is an operation that affects all other functions of the supply complex. You can probably imagine the problems that can be caused due to misrouted computer output products. To ensure that all ADPE/PCAM products are properly distributed, you must follow the instructions in AFM 67-1, Volume 2, Part 2, Chapters 23 and 25; and Volume 2, Part 4, Chapter 20. Bases may vary distribution procedures, subject to major command restrictions, for activities within the Chief of Supply function. Activities outside the Chief of Supply function must submit a written request to the Chief of Supply substantiating any variations.

213. Identify ADPE/PCAM output units with sources of instruction and references for distribution.

Distribution. Output products are divided among many base activities. The output products that are received throughout the workday are:

Punchcards. S1100/60 card output is sorted as the first processing step. In sorting output punchcards, PCAM unit personnel must stick to the sorting instructions in AFM 67-1, Volume 2, Part 4, Chapter 20. With the implementation of Phase IV, most of the supply data sent to sources of supply are transceived through the S1100/60. However, during periods of downtime, cards are transceived externally. Procedures should be established to prescribe the times when cards are to be sorted and transceived. You don't want priority requisitions that occurred in the morning to be transceived late in the day. If these procedures aren't established by the major command or numbered Air Force, local procedures should be established and followed. The responsibility for preparing the DD Form 1392, Data Messageform, for external transceiver transmission is locally determined, usually by the PCAM unit.

Listings. Most of the listings output by the S1100/60 are on multipart paper. The decollator is used to separate and

remove the carbon from these listings. Once the listings have been separated, the distribution unit is responsible for sending them to the appropriate base activity or function within Supply. Output cards are often produced along with the listings and must be interpreted, sorted as required, and distributed.

DD Form 1348–1, DOD Single Line Item Release/Receipt Document. The output documents must be distributed to many different supply activities. You are going to have to develop your own system to see that they are properly distributed. This information should be checked in distributing documents.

a. Transaction identification code (TRIC)/document identification code (DIC).
b. Warehouse location—issue requests.
c. National supply class.
d. Type of account code (FK = munitions, FE = equipment, FB = supplies).
e. Reject number on document.
f. Initiator's name or section on document. (Don't process inquiries without this information.)

Distribution is an important task. Sound management decisions regarding supply require the aid of output S1100/60 products. We depend on a reliable distribution system to have these output products in the right place at the right time. A good distribution system ensures timely processing of supply transactions.

Exercises (213):

1. Where do you find instructions for distributing ADPE/PCAM products?

2. What unit is normally responsible for distribution?

3. When data is externally transceived to a source of supply, what form is used for transceiver transmission?

CHAPTER 3

Inventory

IT IS IMPOSSIBLE to operate the Air Force supply system without accurate, detailed, and timely records of quantities of specific items in stock. Accurate records are very important in the Air Force. A major reason for accuracy is to show how all funds are spent. Also, reliable records are required to prevent shortage of an item necessary for maintaining combat strength.

3-1. Policy and Concept

An inventory consists of two basic elements—the actual property in stock and the records indicating the quantity of each item. The objective is to determine the compatibility of these two variables. To meet this objective, inventory procedures have been designed to provide maximum inventory accuracy with minimum expenditure of man-hours in inventory actions.

The purpose of an inventory is to correct errors in processing and storage operations. This permits item and detail record balances to agree with actual quantities of stock onhand or in-use. Inventories give management a measurement of the accuracy of accountable records, along with other statistical data. This data includes the accuracy of warehouse locations, stock identification, statistics for stock levels and funding purposes, and other related data.

214. Identify the types of inventories according to frequency.

Types of Inventory. There are four types of inventories: complete, sample, special, and in-use/in-place equipment. Each of these provides management with data concerning the accuracy of accountable records by type of account, type of inventory, and category of property. The inventory section is responsible for the impact of major discrepancies noted during an inventory and accomplishing all corrective action.

Complete inventory. A complete inventory is conducted using the closed warehouse method. All items within the selected parameter are inventoried. The warehouse area being inventoried is closed except for emergency issues. The COS must take care to ensure that the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time and that all backlog transactions are processed immediately upon completion of an inventory.

Sample inventory. Sample inventories are developed to provide better use of manpower and time. This method serves the same purpose as a complete inventory, however, only a random sample of items need to be counted. If the sample inventory fails the acceptable error rate, a complete inventory is conducted.

Special inventory. Unlike the complete and sample inventories where complete lots or sections of the warehouse are counted at specific intervals, special inventories are conducted by line item on an as-required basis. Although there are several reasons for doing a special inventory, the main reason is to correct out-of-balance conditions resulting in warehouse refusals.

In-use/In-place equipment inventory. This type of inventory is performed only upon the written request of the organization commander or staff agency director. This request must be justified by citing specific discrepancies that cannot be resolved by property custodians.

Frequency of Inventories. Sample and complete inventories are regularly scheduled based on the type of item (e.g., controlled item code, Expendability, recoverability, reparability, cost designator (ERRCD), security classification, etc.) The inventory section establishes an inventory schedule by fiscal year to ensure that all items are inventoried at their prescribed frequency.

Inventory frequency varies according to need. Some property must be counted every 3 months, some every 6 months, and some each year (fig. 3-1). The COS decides how often the property is counted. This decision usually relies on the accuracy of past inventories. If inventories have been performed efficiently and are accurate, schedules may be flexible and lenient. On the other hand, if inventories are inaccurate and show many discrepancies, the COS has the authority to request a strict inventory schedule. Now, when should the different types of stock stored by the Air Force be inventoried? Let's look briefly at each inventory interval (quarterly, semiannually, annually, and as-required).

Quarterly inventory. This covers out-of-warehouse investment assets, in-warehouse investment assets, and unserviceable detail assets. The out-of-warehouse inventory includes due-in-from-maintenance (DIFM) assets, hand receipts, spares excess to bench mockup authorizations, and similar stocks controlled by command or local systems procedures or projects. It is important to note that the "quarterly reconciliation" of DIFM assets required by Chapter 17, Volume 2, Part 2, AFM 67–1, satisfies the DIFM inventory requirements. A special inventory is conducted when an out-of-balance condition is discovered for a DIFM item.

Inventory of in-warehouse investment items are items selected by AFLC. Special inventory procedures are used for these items. Unserviceable detail assets are either

FREQUENCY OF INVENTORIES

	CATEGORY OF PROPERTY	FREQUENCY	NOTE	TYPE RECORD	TYPE ACCOUNT CODE		TYPE BALANCE	REMARKS
1.	Fuels (AVI	Daily		I/R	P	GV533	A	Refer to volume I, part three, chapter 1, attachment D-1 and section F. Fuels and oil items not listed in attachment D-1 will be type account code 8 (supplies). Refer to line 12 for inventory procedures.
2.	Investment (DIFM Out-of-Warehouse)	Quarterly		DIFM	B,E,K	R26/GV869		Normal DIFM Reconciliation
3.	Investment (As specified by AFLC	Quarterly		I/R	B,E,K	GV533	A	Special Inventory. Refer to volume I, part one, chapter 6.
4.	Classified	Semiannual	1,9	All*	B,E,K	R12/GV831, R26/GV869 (UNSERV)	All	Refer to volume I, part one, chapter 6.
5.	Sensitive	Semiannual	2,9	All*	B,E,K	R12/GV831, R26/GV869 (UNSERV)	All	Refer to volume I, part one, chapter 6.
6.	Non-Nuclear Munitions	November	3	I/R, WRM	B,E,K	R12/GV831	A,W,9	Refer to volume I, part one, chapter 20, section H.
7.	MSK	Semiannual	4	MSK	B	R43/GV876	U	Refer to volume I, part one, chapter 14, section E.
8.	WRSK (Non-EOQ and Pilferable EOQ Items)	Semiannual	4	WRSK	B	R43/GV876	Q	Refer to volume I, part one, chapter 14, section E.
	WRSK (Non-Pilferable EOQ Items)	Annual	4	WRSK	B	R43/GV876	9	Refer to volume I, part one, chapter 14, section E.
9.	Weapons	Semiannual	5	All*	B,E	R46/GV874 and 1WC Listings	All	Refer to chapter 12.
10.	BSS/IEU (activities using BIR procedures only)	Sep & Mar		I/R	B	GV008/BIR	A	Refer to chapter 9, section B.
11.	Lackland Clothing Account	Jun & Dec		I/R	B	R12/GV831	A	Refer to volume I, part three, chapter 2.
12.	Investment (other)	Semiannual Annual	6,7	I/R, WRM	B,E	R12/GV831, R17/GV812 R26/GV869 (UNSERV)	A,W	Normal Complete or Sample Inventory. Refer to volume I, part one, chapter 6.
13.	Expense	Semiannual Annual	6,7	I/R, WRM	B	R12/GV831, R17/GV812 R26/GV869 (UNSERV)		Normal Complete or Sample Inventory. Refer to volume I, part one, chapter 6.
14.	Equipment In-Warehouse	Semiannual Annual	6,7	I/R	E	R12/GV831, R17/GV812 R26/GV869 (UNSERV)	A	Normal Complete or Sample Inventory. Refer to volume I, part one, chapter 6.
15.	Supply Point	Semiannual	8	Supply Pt	B,K	Q13/GV875	P	Refer to chapter 12, section A.
16.	Pilferable	Annual		I/R	B,E	R12/GV831	A	Refer to volume I, part one, chapter 6.
17.	NOCM	Annual		In-use	E	R14/GV902	B	Select Applicable Organizations. Refer to volume I, part one, chapter 18.

*Item record and accountable details. (Firm DIFM, Supply Point, WRM, WRSK, MSK)

NOTE 1: Requirement to inventory classified items in the supply points, munitions account, MSK/WRKS, and DIFM details will be satisfied by completion of corresponding semiannual inventories required by items 2, 6, 7, 8, and 9 above.

NOTE 2: Sensitive P coded items will be inventoried during April and October.

NOTE 3: Requirement for inventorying munitions in supply points and MSK/WRSK will be satisfied by completion of items 7 and 8 above. A semiannual inventory of all sensitive coded munitions will be conducted during April and October. All unserviceable munitions will be inventoried quarterly. All other munitions will be inventoried annually except when noted otherwise in this section.

NOTE 4: MSK/WRSK are also required to be inventoried within ten working days after return from deployment or upon receipt of a WRSK being transferred from another unit. This inventory may be used to satisfy the current semiannual or annual inventory requirements.

NOTE 5: Weapons semiannual inventory, including those on in-use details, will be conducted in conjunction with sensitive inventory.

NOTE 6: Semiannual inventories will be conducted for investment items (other), expense items, and equipment items in the warehouse using sample inventory procedures. If a sample inventory fails, a complete inventory must be conducted within 90 days for the entire warehouse lot that failed to pass.

NOTE 7: If deemed necessary by the Chief of Supply, annual inventories will be conducted for investment items (other), expense items, and equipment items in the warehouse using normal complete inventory procedures.

NOTE 8: When authorized by the MAJCOM, off-base supply points may be inventoried annually. This option will only be used when geographic location and frequency of transactions delay the distribution of inventory products.

NOTE 9: Inventory of classified and sensitive assets on in-use details is the responsibility of the using organization.

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Figure 3-1. Frequency of inventories.

DIFM or equipment items. These assets are recorded on a DIFM unserviceable detail. Stock Control is notified of any action affecting the DIFM Unserviceable Detail. This action is necessary for the reporting, control, and shipping of unserviceable assets.

Semiannual inventory. A semiannual inventory is conducted for classified and sensitive items with type record account codes B (supplies) and E (equipment) as scheduled by the inventory section. Classified items are identified by controlled item codes A through H, K, L, O, S, T, and 7, which are assigned to the item record. Sensitive items are identified by controlled item codes 1 through 5, 8, Q, and R. In addition, any item upgraded to classified is inventoried immediately upon its identification as a classified item. A copy of the warehouse data change notice showing the change in the controlled item code is forwarded to the inventory section for a special inventory.

A semiannual inventory of all sensitive 1 through 4 coded munition items is conducted during April and October. The inventory of all other munition items is conducted at least annually and is accomplished in October. Commands have the option of inventorying all munition items on a semiannual basis if local conditions warrant the additional effort. If this option is used, the inventories are conducted during April and October.

A mandatory wall-to-wall inventory of the base service store (BSS)/individual equipment unit (IEU) is performed during September and March. All items with a controlled item code U in type record account B and E may be scheduled in inventory lots semiannually using the sample inventory technique or, if determined by the COS, annually. Inventory of supply points must be conducted semiannually. Offbase supply points can be inventoried annually when authorized by MAJCOM. This option is only used when the geographic location and the frequency of transactions delay the distribution of inventory products.

Annual Inventory. An annual inventory is conducted for nuclear ordnance commodity management (NOCM) equipment, pilferable type items identified by controlled item codes I, J, M, N, P, V, W, Y, Z, and *, and not in-use.

As-required inventory. An inventory of all items added to the critical item management system is accomplished using special inventory procedures. This inventory starts within 5 days after an item is added to the critical item management system unless an inventory of the item has been accomplished within the past 30 days. Custody receipt accounts are inventoried only upon the written request of the organization commander or staff agency director. Any group of items may be inventoried at any time when, in the opinion of the COS or higher authority, such an inventory is needed.

Exercises (214):

1. Match the types of items inventoried in column A with their correct inventory frequency listed in column B by placing the correct letter in the blank provided.

	Column A	*Column B*
_____(1)	Hand receipts.	a. Seminannually.
_____(2)	Pilferable type items.	b. Quarterly.
_____(3)	DIFM assets.	c. As required.
_____(4)	NOCM equipment.	d. Annually.
_____(5)	Classified items.	
_____(6)	Sensitive items.	
_____(7)	Custody receipt accounts.	
_____(8)	Munition items.	

2. What are the four types of inventories?

3. What types of inventories are conducted on a regularly scheduled basis?

3-2. Preparation for the Inventory

Personnel who take part in or are responsible for an inventory must prepare for it. Each individual has certain responsibilities and must carry them out so that the inventory runs smoothly.

215. Cite the steps taken to prepare for an inventory.

Preparatory Steps. Careful preparation for the inventory is an important element of efficiency in performance of the inventory itself. The entire inventory program should be planned in advance to the fullest extent possible. The time and number of items selected for the inventory should be planned for minimum interference with normal supply operations. The count cards and listing used for the inventory should be internally sorted and output in warehouse location/stock number sequence.

Schedule. An inventory schedule is established by fiscal year to ensure that all assigned locations and details are inventoried at the correct frequency. If possible, the inventory schedule should follow the validation of warehouse locations.

Deadline date. An inventory deadline date (Julian date) is established for each segment of the schedule. This is the date on which the inventory count begins. The opening record balance on the inventory deadline date is the balance with which the inventory count is compared.

The inventory section is responsible for sending out copies of the inventory schedule to all affected sections and branches. Out-of-cycle inventories to satisfy abnormal needs do not satisfy quarterly, semiannual, or annual complete inventory requirements.

Preinventory survey. The inventory section conducts a preinventory survey before the inventory deadline date to identify and correct discrepancies that would adversely affect conducting the inventory. Conducting the survey

prior to the deadline date allows time to correct some of the deficiencies that would slow the inventory. Off-base activities are excluded from this survey.

Warehouse preparation. Before the inventory deadline date, the inventory section advises the storage and issue section to:

a. Process all transactions applicable to the locations scheduled for inventory at least 1 day prior to the inventory deadline date.

b. Isolate and identify the area scheduled for inventory by clearly marking the area with ropes, signs, placards, etc. Markings should reflect the inventory deadline date, permitting identification of transactions output prior to the deadline.

c. Limit movement of items in locations to be inventoried to emergency issues and transactions output prior to the deadline date.

d. Record all transactions output prior to the deadline date and all emergency issues from inventory locations on a recap sheet. The minimum data recorded on the recap sheet should include stock number, system designator, quantity, document number, transaction identification code (TRIC), and warehouse location.

Exercises (215):

1. What are the sequence of count cards and listings?

2. What is the inventory deadline date?

3. What is the purpose of the preinventory survey?

4. List the steps taken by the storage and issue section when preparing for an inventory.

5. As a minimum, what data should be included on the recap sheet?

3-3. Conducting Inventories

Complete and sample inventory procedures are very similar, whereas special and in-use/in-place equipment inventories have their own unique procedures. In this section, we shall discuss the basic procedures for conducting each type of inventory.

216. Cite the procedures involved in a complete inventory.

Complete Inventory. As stated earlier, each item in a designated lot to be inventoried is counted. Careful preparation is important as it can prevent unnecessary rejects and recounts, and can save a lot of research time. After our basic preparation, we must select items from the SBSS data base to be inventoried, for example, warehouse location, expendability, recoverability, repairability, cost designator (ERRCD), national supply class (NSC), or controlled item code. To do this, we use the inventory parameter card.

Inventory preparation. The inventory section prepares a parameter card on an AF Form 1991, General Purpose Creation, or on an AF Form 1530, Punch Card Transcript. The parameter card is used to select the warehouse locations to be inventoried and is prepared 1 day prior to the inventory deadline date. The parameter card is forwarded to the computer operations section for end-of-day (EOD) processing. The ADPE unit processes the inventory count card program (R12) prior to processing the parameter card. The R12 program produces inventory count cards (TRIC CIC) in warehouse location/document number sequence and a count card listing (R12) in stock number sequence.

Count cards are produced, within input parameters, for all item records with a serviceable balance and a warehouse location, all item records reflecting a zero serviceable balance with a warehouse location, and war reserve materiel (WRM) war consumable distribution objective (WCDO) spares detail records, when applicable. Count cards are not produced for records with freeze codes Q (insufficient balance), L (data base key/set error), or C (frozen for prior inventory and not cleared). For these records, a reject notice is output on the RPS/main VDU/teleprinter if they are within the count card request parameter. The inventory section uses special inventory procedures to inventory records with freeze codes L and Q. The ADPE unit corrects data base key/set errors.

Inventory Count Card Listing. The inventory count card listing (R12) is used to control the inventory by monitoring the count cards and inventory recount cards (TRIC IRC). The R12 should only be used by the inventory supervisor in controlling and providing data when further research is needed. The onhand balance, according to the detail record, is only reflected for WRM/WCDO assets on the R12. Under no circumstances should the personnel performing the actual count use the R12 to find the quantity of assets on record when counting WRM/WCDO assets. After the physical count, the inventory supervisor uses the R12 to enter the correct quantity in the separate detail cards.

Processing the R12 program assigns a freeze code of C to the item records of the items being inventoried. This freeze

code overrides any freeze code assigned to the item record except freeze codes L and Q. All item records with an issue exception code (IEX) of 3 or 6 are bypassed. The inventory section is responsible for monitoring this freeze code. The freeze code is deleted upon input of the serviceable count card (TRIC CIC) or serviceable recount card (TRIC IRC).

Count card preparation. Inventory section personnel place the count cards in the applicable interior storage locations. Count cards for outside storage areas are kept in the inventory section. An important part of the inventory is to ensure that a count card is received for all locations within the input parameter. A special inventory is required for items that are within the storage location being inventoried, but do not have a count card. The inventory section starts the physical count as soon as possible after the count cards are positioned. The physical count is manually entered in the lower right-hand corner of the count card. This quantity will ultimately be keypunched in card columns 25-32 of the count card. When there are multiple count cards for the same item (same stock number and different system designator, and/or WRM/WCDO spares), the serviceable balance from the physical count is manually entered in the count card that has the lowest numbered system designator. All count cards are sent to the inventory supervisor who enters the correct count quantity in each separate card with the aid of the R12. If adjustments are needed, they are made to the card with the lowest numbered system designator. The WRM/WCDO cards are adjusted only when quantities on system designator numbered cards are insufficient for the required adjustments. The above does not apply to type account code K (munitions) or satellite accounts. The host base inventory section does not consider satellite system designators A1 through A9 nor type account code K in determining the lowest numbered system designator against which to apply the adjustment.

Before the count cards are removed from the locations, the recap sheets are checked for emergency issue transactions that affect the inventory balance. Quantities on the count card are adjusted to consider all transactions on the recap sheets. After taking the count cards from the bins, a randomly selected sample count verification is performed (fig. 3-2). Responsible personnel are appointed by the COS from functions outside the inventory section to conduct this count. When the acceptable accuracy level is exceeded, a complete recount is conducted by the inventory section. After completion of the recount, the sample count verification is repeated. The verification and appropriate recounting continue until an acceptable accuracy level is reached on the count cards.

Verification procedures. The verification team chief divides the total number of count cards identified on the R12 by the number of count cards that must be verified (fig. 3-2) to arrive at the specified number of sublots. Then the total number of count cards to be verified is divided by the number of sublots. This number of cards is randomly selected from each sublot. For example, if you have 1200 count cards, 80 cards must be verified according to figure 3-2. Using the R12, divide the stock numbers on the listing into 15 sublots (1200 ÷ 80 = 15). Randomly select five cards from each sublot, then randomly select five additional cards to arrive at the 80 count cards needed for verification (15 x 5 = 75 + 5 = 80).

The selected count cards are verified for accuracy of count and accuracy of recording. The last page of the R12 contains a verification statement which is signed by the verification team chief. By signing the R12, the team chief is verifying the number of line items selected, the total number of items inventoried, and the error percentage rate.

After the count verification has been completed, the inventory supervisor sends all count cards for detail records

COMPLETE INVENTORY ITEMS VERIFICATION

Total Number of Items Inventoried	Uncontrolled Inventories			Pilferable and Sensitive Inventories		
	Number of Items to be Verified	Errors to be Accepted	Errors Causing Rejection of Count Accuracy	Number of Items to be Verified	Errors to be Accepted	Errors Causing Rejection of Count Accuracy
1-150	20	0	1	20	0	1
151-280	32	1	2	32	0	1
281-500	50	1	2	50	1	2
501-1200	80	2	3	80	1	2
1201-3200	125	3	4	125	2	3
3201-10,000	200	5	6	200	3	4

NOTE 1: No errors acceptable for classified, munitions, and weapons.

NOTE 2: If the number of count cards to be verified equals or exceeds the total number of count cards, do a 100 percent verification.

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Figure 3-2. Count card verification.

to the computer operations section for processing. Count cards for the item record serviceable balance are sent only after all detail record count and recount cards have cleared for each stock number. This is to prevent erroneous adjustments from processing. For example: an inventory recount card is processed to increase the item record. A due-out release to a supply point occurs. Upon input of the supply point recount card, the increased quantity causes an erroneous adjustment to be created.

Count card processing. Upon input of the count cards, the physical count quantity and the record balance are compared. If they are equal and the record has a type balance code A (serviceable balance), the freeze code C is deleted and the item record date-of-last-inventory (DOLI) is updated with the current Julian date. If the physical count quantity and the record balance are unequal and the adjustment doesn't fall within the criteria for automatic adjustment, an inventory recount card (TRIC IRC) is produced. (Adjustments are discussed later in this chapter.) When the adjustment meets the automatic adjustment criteria, the following actions occur:

a. For type balance code A item records, the freeze code C is deleted and the item record DOLI and date-of-last-transaction (DOLT) are updated with the current Julian date.

b. The applicable inventory accuracy record is updated.

c. A transaction history is created.

d. An inventory adjustment record is created.

During the time the item records were frozen, there could still be requests for issue. If the correct priority was used, the item was issued post-post. The inventory section and the demand processing unit control the processing of these post-post documents to ensure that all transactions are processed in a timely manner. Where possible, the post-post issues are processed immediately behind the card that unfreezes the item record to prevent other transactions from processing prior to the post-post documents. Other supply sections and branches are not told that the inventory has been completed until all post-post documents are processed.

Reconciliation of recap sheets. Upon completion of the inventory, the inventory section ensures that all post-post issues recorded on the recap sheet have been satisfactorily processed. The Daily Document Register (D04) or Daily Transaction Register (D06) is reviewed to verify that all post-post emergency issues have been processed. Upon verification, the recap sheet is destroyed.

Inventory of supply points. Conducting a supply point inventory is basically the same as conducting any other complete inventory. There are, however, two exceptions that should be mentioned: (1) inventory count cards are not produced as the result of processing an inventory parameter card, rather, program Q13 (Supply Point List) provides the necessary count cards, and (2) physical inventory of off-base supply points is the responsibility of the supply point supervisor, not the inventory section. In this case, the TRIC CIC and IRC cards, as applicable, are sent to the supply point supervisor. Once the physical count has been marked on the count cards, they are returned to the support base inventory section for processing.

End of complete survey. As we stated earlier, an inventory schedule is established by fiscal year to ensure that all locations and/or details are inventoried at the prescribed frequencies. When the annual inventory schedule is completed, an end of complete survey identifies items that were not inventoried during the regularly scheduled inventories. This is done by processing an inventory parameter card using the DOLI option. The DOLI field of the inventory parameter card has the Julian date of the last day of the preceding fiscal year. This action detects and produces count cards for item records that have not been inventoried in the past 365 days, and have a warehouse location or serviceable balance.

Exercises (216):

1. What is prepared by the inventory section prior to the inventory deadline date?

2. Where are inventory count cards kept for outside storage locations?

3. What freeze code is assigned to item records for a complete inventory?

4. Inventory count cards are requested by preparing what form(s)?

5. Where will the physical count quantity be keypunched on the complete inventory count card (TRIC CIC) prior to input?

6. What is the inventory recap sheet used for?

7. Name two products produced upon input of the parameter card.

8. Where is the physical count of an item manually entered on the count card?

9. Who inventories an off-base supply point?

10. When are the inventory recap sheets destroyed?

11. Count cards are not produced for records with what type of freeze code(s)?

217. Cite the procedures for a sample inventory.

Sample Inventory. Past experience shows that inventory accuracy does not vary significantly, and sampling techniques can save money through better use of manpower. Sample inventory procedures are normally used for items that meet the criteria established for sampling, however, the COS may require a complete inventory.

Count card preparation. The inventory section prepares an AF Form 1991 or AF Form 1530 for the inventory program select card (R17) 1 day prior to the deadline date. The R17 program produces count cards (TRIC 1RS) for performing the physical count of the items selected for the sample inventory and a listing for control purposes. A single step sampling plan is used with a minimum lot size established at 151 items and a maximum lot size established at 3200 items. The sampling plan for the SBSS is designed to provide a 95 percent statistical confidence that 85 percent of the items within a lot are free from error. Twelve lots may be inventoried at any given time using the 12 sample inventory suspense records (A through L). The SBSS data base determines the size of the lot to be inventoried from the data contained in cc 8–18 (warehouse location from) and cc 20–30 (warehouse location to) of the inventory program select card. Based on the lot size, a sample number of item records are selected for inventory under program control using a random number process. A 1RS card is produced for each record selected to be inventoried. Figure 3-3 shows the sample size (number of records to be inventoried) as compared to the lot size. Freeze code C is assigned to all item records for which a 1RS card is produced.

Also, during the 1Rs card preparation, a Sample inventory accuracy suspense record is created. This record is used to control the inventory, to ensure return of all sample inventory count cards, and to create the inventory completion notice.

The Sample Inventory Count Card Listing (R17) and 1RS cards are sent to the inventory section not later than the start of the next workday. The 1RS cards and listing are in warehouse location/document number sequence. The R17 is kept until the completion of the inventory schedule. The R17 can be used to track count/recount cards which ensures the prompt clearance of sample inventory suspense records. The last page of the R17 contains a verification statement which the verification team chief signs, verifying the number of line items selected, the total number of items counted, and the error percentage rate.

Count card processing. The inventory section starts the physical count as soon as possible after receipt of the 1RS cards. Count cards for a sample inventory are not placed in the applicable storage location before the count. At inventory time, Inventory personnel takes the 1RS cards, except those for WRM details, to the storage location to be inventoried. The physical count is entered in the lower right-hand corner of the 1RS card. After the physical count is done and one or more WRM count cards exist for the same item, the WRM balances are entered on the WRM 1RS card and that quantity is deducted from the item record 1RS card. The quantity remaining after deducting any WRM balances is then entered on the item record 1RS card.

SAMPLE INVENTORY CHART

The sample inventory is designed to provide a 95 percent statistical confidence that more than 85 percent of all items within a lot have accurate record balances. The sampling plan is based on appropriate tables in MIL-STD-105D. An integral part of the sample inventory is the verification of the physical count and recording accuracy of the count cards. Prior to accepting the completed count cards, their accuracy must be verified.

LOT SIZE	SAMPLE SIZE	STATISTICAL CONFIDENCE LEVEL OF REC BAL	ERRORS CAUSING REJECT OF SAMPLE INV	COUNT CARDS TO BE VERIFIED	ERRORS CAUSING REJECT OF COUNT CARD ACCURACY
* 151-280	32	86.0%	2	8	1
281-500	50	85.2%	4	8	1
501-1200	80	87.3%	6	13	1
*1201-3200	125	86.4%	11	20	1

***If the lot size is less than 151 or greater than 3200, the program will reject.**

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Figure 3-3. Sample inventory chart.

The WRM balance is only adjusted when quantities cannot be satisfied from the total count.

The 1RS cards are kept by the inventory section until the count verification is completed. As in the count verification for a complete inventory, the COS appoints personnel outside the inventory section to conduct the count verification. Figure 3-3 shows the number of 1RS cards to be verified for various sample sizes. If you find any errors, recount all items in the sample inventory lot size.

Once the verification is done, the Inventory supervisor sends the 1RS cards for WRM detail records, if applicable, to the computer operations section for processing. This ensures that all 1RS cards and recount cards (TRIC 1RR) for WRM details are processed before input of their respective item record 1RS card. Upon input of a 1RS card, the physical count is compared to the record balance. If the quantity counted is equal to the serviceable record balance, the freeze code C is deleted and the DOLI is updated with the date from the Sample Inventory Accuracy Suspense Record. A notice "INPUT ACCEPTED (DATE)" is produced which releases the input functions. The number of cards returned field on the suspense record is updated. If the quantity is unequal to the serviceable record balance and does not fall within the criteria for automatic adjustment, a sample inventory recount card (TRIC 1RR) is produced.

After processing is completed, the number of cards returned field and number of cards output field on the suspense record are compared. If equal, a sample inventory completion notice is produced, the Sample Inventory Accuracy Records are updated, and the Sample Inventory Accuracy Suspense Record is blanked. If unequal, the inventory section looks for the outstanding 1RS cards and ensures that they are processed in a timely manner.

In order to determine the acceptance or rejection of the sample inventory, only significant errors are counted and compared against the established reject rate based on the sample size. A significant error is any difference between the physical count and the item record balance which did not fall under automatic adjustment criteria.

Inventory completion notice. The inventory completion notice indicates if the sample inventory passed or failed on line two. Only those samples reflecting failure need reinventory of the entire warehouse lot using complete inventory procedures. The reinventory is initiated within 90 days of the date of the notice. One copy of the notice is attached to the R12. This data is verified against the appropriate Consolidated Inventory Adjustment Document Register (M10). This notice is only output over the RPS/main printer or satellite terminal.

Exercises (217):

1. When are complete inventory procedures used for items that meet the criteria for a sample inventory?
2. What is produced for each record selected for a sample inventory?
3. What is the minimum and maximum lot size for a sample inventory?
4. When is a WRM balance adjusted during a sample inventory?
5. How is the inventory section informed whether a sample inventory passed or failed?
6. What is required if the sample inventory failed?
7. What freeze code is assigned to all item records for which a 1RS card is produced?

218. Cite the procedures for a special inventory.

Special Inventory. Although Air Force property must be inventoried within prescribed frequencies, special inventories may be needed to correct out-of-balance conditions. A special inventory conducted on an item normally does not satisfy the requirement for a complete inventory, regardless of how many times the item has had a special inventory performed against it.

Freeze code i is used to freeze the Item record for special inventories. The inventory section monitors this freeze code by keeping a copy of the special inventory request (TRIC 1GP) notice or reject notices. This suspense notice is cleared upon completion of the special inventory. After the inventory has been completed, a copy of the annotated 1GP notice is returned to the requesting activity. If the special inventory was directed by policy (for example, control item change, critical item change, etc.), the suspense copy is destroyed. A copy which shows the completed action may be kept by the inventory section for analysis if locally required. Freeze code I is assigned one of three ways which are:

(1) On-line programs automatically assign it when there is an insufficient balance for post-post transactions, a condition change, or an identity change. The inventory section gets the reject and a 1GP notice when this occurs.

(2) The warehouse/stockroom supervisor assigns this freeze code for warehouse refusals, by input of a special

inventory request (TRIC 1GP). They send the 1GP output notice to the inventory section (fig. 3-4).

(3) The inventory section freezes the item record for other special inventory requirements by processing the 1GP request. The output notice (fig. 3-4) serves as the freeze code suspense notice.

The inventory section prepares and processes a special inventory request (TRIC 1GP) for warehouse refusals or insufficient balance rejects received without an inventory request attached. Requests for special inventories required by message, manual, or other directives are prepared by the activity needing the inventory. These requests must contain the requestor's name or office symbol and justification for the inventory.

Processing special inventory requests. The inventory section processes the 1GP notice to decide whether adjustment is required by a physical count or by research. When research confirms that adjustment is not needed:

a. Process a special inventory card (TRIC IRC) with the item record serviceable balance reflected in the inventory count. This deletes the freeze code I.

b. Prepare and process reverse-post or other transactions as required.

c. If applicable, send the warehouse refusal documents back to the storage and issue section for processing.

d. Annotate the 1GP notice with the action taken. This notice is used to clear the I freeze code suspense file.

When adjustments are needed:

a. Enter the count quantity on the IRC.

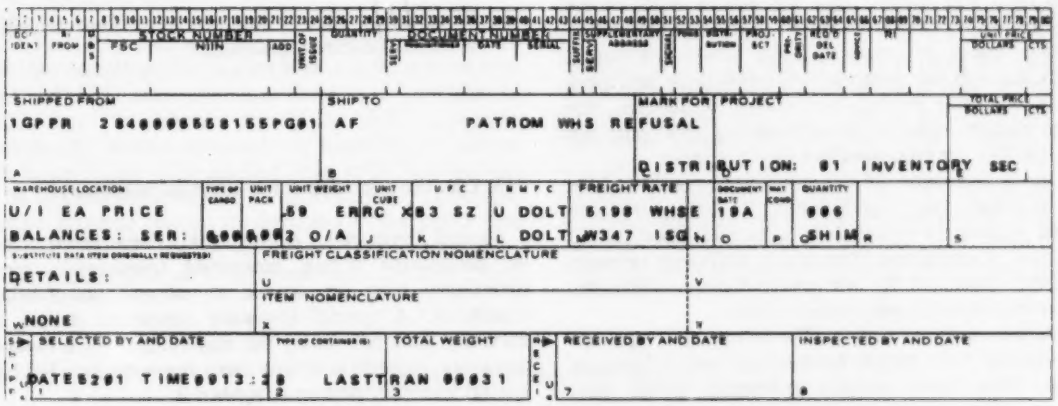
b. Prepare reverse-post transactions, if required.

c. Forward the inputs to the computer operations section for processing or input through a terminal.

d. Annotate the corrective action on the 1GP notice and keep as a suspense copy until the adjustment appears on the document register. This notice is used to clear the I freeze code suspense file.

Distribution of warehouse refusal documents. If an asset cannot be found to clear a warehouse refusal, the original issue document must still be properly distributed because it has a document number, and a document control card has been prepared. Distribution for issue documents is as follows:

Copy 1—Document control section.
Copy 2—Input source.
Copy 3—Organization that requested the item.



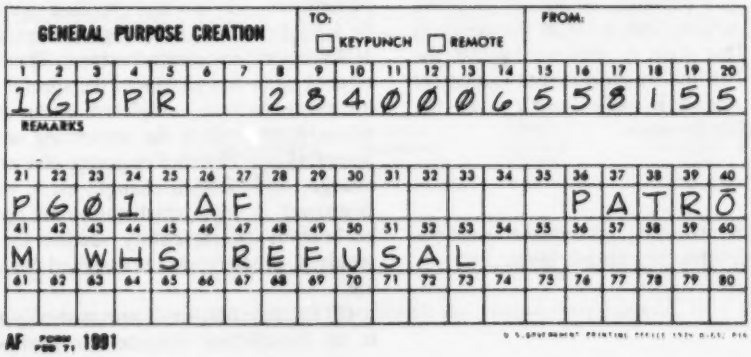


Figure 3-4. Special inventory request (input and output document).

Copy 4—Repair cycle support section, if the ERRCD is XD or XF.

When no assets are available to satisfy a shipping document, send copy 1 to Document Control, copy 2 to the input source, and copies 3-7 are destroyed or locally distributed.

Bench stock issue cards (TRIC BSU) marked warehouse refusal are sent to the document control section so they can clear the document control card. A copy of the reverse-post document (DD Form 1348–1) is sent to the bench stock support section so that the bench stock issue request can be reinput.

If an asset is found to satisfy the out-of-balance condition, the documentation is processed as normal with the property going to the appropriate activity.

Exercises (218):

1. What freeze code is used to freeze the item record for special inventories?

2. How is a freeze code assigned when an insufficient balance for a post-post transaction is detected?

3. In requesting a special inventory, what document does the requesting activity prepare?

4. Waht freeze code does the inventory section monitor?

5. What input removes freeze code I?

6. Why must a copy of the various warehouse refusal documents be sent to the document control section?

219. Cite the procedures for in-use/in-place equipment inventories.

In-Use/In-Place Equipment Inventory. A complete inventory of in-use/in-place equipment by the inventory section is normally not required. When custodians inventory their accounts, count cards are not provided, but labels may be provided if requested.

Normally a change in custodian does not require assistance from the inventory section. A custodian who needs inventory assistance should submit the request to the organization commander or staff agency director, fully justifying the need for an inventory and identifying the discrepancies involved. If the commander or staff agency director agrees, the custodian can formally request inventory assistance from base supply. Inventory overages or shortages reported by custodians to the equipment management section must be validated before adjustment of the in-use detail. Special inventory procedures are used for these adjustments.

Physical inventories of in-use/in-place equipment are made to verify that the equipment issued by the equipment management section is physically on hand, to detect shortages, to locate misidentified items, and to establish records for equipment items that are onhand, but are not on accountable records.

Count card preperation. Count cards are used to inventory in-use/in-place equipment. As with a sample or complete inventory, the inventory section prepares an AF Form 1530 or AF Form 1991 requesting custody receipt inventory parameter cards. Inventory products for a maximum of 10 accounts may be requested with each input parameter card. Processing of the parameter card produces count cards (TRIC EIC),a custody receipt listing (CA/CRL. R14), and labels, which are returned to the inventory section no later than the start of the next duty day. The EIC cards are in prime stock number sequence within organization and shop code. The CA/CRL and labels are in the same sequence as the EIC cards. Because of limited transactions in custodian accounts, the item records are not frozen during the inventory. All concerned functions are notified to withhold or expedite any actions that would interfere with the inventory.

Count card processing. When inventory assistance is provided, the CA/CRL is used to record an out-of-balance condition (over or short). The inventory quantities counted are recorded on all three copies of the CA/CRL. The EIC cards are kept in the inventory section.

Upon completion of the inventory, the Inventory team chief signs the space entitled "EMO REPRESENTATIVE" and gets the custodian's signature acknowledging responsibility for the property. Copy one of the CA/CRL goes to the equipment management section, the custodian keeps copy two, and copy three goes back to the inventory section. If it is practical, the inventory section places labels on the equipment as it is counted.

When assets are found during the inventory that are not shown on the CA/CRL, the inventory section prepares an inventory overage document (IOD) on AF Form 2005, Issue/Turn-in Request, and gets the custodian's signature (fig. 3-5). The custodian's signature is not needed when the custodian is the person who discovers the overage. Instead the custodian prepares an AF Form 601, Equipment Action Request, and the AF Form 601 is attached to the IOD in place of the custodian's signature. The inventory section prepares an inventory recount card (TRIC IRC) for processing. The inventory overage documents are sent to the equipment management section with copy one of the CA/CRL.

The inventory section transfers the count balances from copy three of the CA/CRL to the lower right-hand corner of the EIC cards. This quantity is punched in cc 25-32. Copy

AF FORM 2005, INVENTORY OVERAGE DOCUMENT (TRIC: IOD)

The AF Form 2005 will be completed as follows by the Inventory Section or the off-base custodian when an overage exists on the inventory of in-use/in-place equipment.

CARD COL	NO POS	FIELD DESIGNATION	REMARKS
Block	A	Name of Requester Time/Date	
Block	J	Signature of Custodian	Note 1
1-3	3	Transaction Identification Code	
4-7	4	Blank	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity Over	
30-43	14	Document Number	Notes 2, 3
44-80	37	Blank	

NOTE 1: Custodian's signature is not required when the custodian discovers the overage. A copy of the AF Form 601/601b will be attached to the inventory overage document in lieu of the custodian's signature.

NOTE 2: The activity code will be E in cc 30. The account and shop code in cc 31-35 will be as listed on the CA/CRL. The current Julian date will be assigned in cc 36-39.

NOTE 3: The serial number (cc 40-43) will be left blank if the item is not listed on the CA/CRL. The Allowance and Authorization Section will assign a serial number to establish an authorized/in-use detail record for these items. The serial number from the CA/CRL will be entered if the overage item is already on the custodian's account.

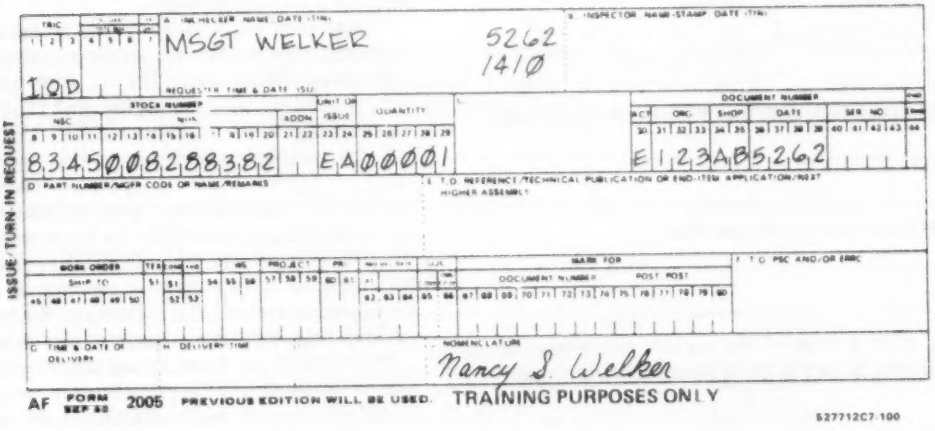


Figure 3-5. Inventory overage document (IOD).

three of the CA/CRL is kept until any adjustments have appeared on the Consolidated Inventory Adjustment Document Register (M10) and is then discarded.

The EIC cards are sent to the computer operations section for processing. The EIC card is processed on-line by the equipment inventory recount program. The authorized in-use inventory accuracy record is updated, and the physical count quantity and authorized in-use detail balances are compared. If they are unequal, an inventory recount card (TRIC IRC) is produced. If equal, no records are updated.

Discrepancies. Shortages revealed by the inventory appear on the M10. Before receipt of the M10, the equipment management section identifies shortages written on the CA/CRL furnished by the inventory section and acts to get the necessary certificates or supporting documentation. If an overage item that was picked up on the authorized/in-use detail record is not needed by the custodian, the equipment management section processes a normal activity code E turn-in to return the item to stock or an FET to transfer it to another requiring custodian.

Discrepancies found by an inventory are reconciled within 30 days from the date of inventory. After all adjustments to the CA/CRL have been processed through the SBSS, the CA/CRL is filed in the custody receipt jacket file located in the equipment management section. The outdated CA/CRL is returned to the custodian through distribution. If the number of changes to the CA/CRL justifies it, a new CA/CRL may be produced through the SBSS. The custodian signs both certificates on the CA/CRL. Copy one is filed in the custody receipt jacket file. Copy two and the outdated CA/CRL in the custody receipt jacket file are given to the custodian. Initial copies of the CA/CRL may then be destroyed.

Exercises (219):

1. When a piece of equipment is found during an in-use/in-place equipment inventory and the item is not reflected on the CA/CRL, what action is taken?

2. Where are inventory overage documents sent?

3. When an equipment custodian needs inventory assistance, to whom should the request be submitted?

4. When the count card is input and all balances agree, what records are updated?

5. What form is used to request custody receipt inventory parameter card(s)?

6. What product is used to transfer count balances to count card(s)?

7. What freeze code is assigned to items being counted using in-use/in-place equipment inventory procedures?

3-4. Logistics Marking and Reading Symbols (LOGMARS) Equipment

The efficiency and accuracy of the SBSS is increased with the implementation of LOGMARS. LOGMARS is defined as Department of Defense logistics marking and reading symbols. LOGMARS uses electronic devices and special functional procedures to process data within the SBSS with bar code symbols in place of punched cards. We shall discuss how LOGMARS is used when conducting a complete inventory.

220. Cite the components of LOGMARS and its procedures when conducting a complete inventory.

Components. LOGMARS was designed to be a more compact and efficient way of supporting supply operations. Rather than manually entering the count quantity in the count card, getting the card keypunched, and then having the card input, LOGMARS allows you to enter the count directly into the hand held terminal (HHT). The components which make up the LOGMARS system are discussed below.

Bar code controller/decoder (BCCD). The BCCD is a component device that connects the hand held bar code reader laser reader to the receiving section's UTS40 VDU. It converts bar coded symbols for system processing. LOGMARS is used for other functions besides conducting inventories.

Bar code line printer (BCLPRT). The BCLPRT prints up to 132 character lines in ASCII or bar coded symbols.

Hand held bar code reader laser reader (BCRDR). The BCRDR is a pistol grip device that connects to either the BCCD in the receiving section or to a hand held terminal for portable usage within warehouses to conduct validations, inventories, or bench stock replenishment. When the trigger is pressed, it emits a red laser beam which reads the code 39 bar coded data into the reader's 64k memory unit. The main battery pack supplies enough power (fully charged) to scan 3,000 labels. The reader has a LED display screen capable of displaying two lines of data, 16 characters per line.

Hand held terminal (HHT). The HHT is a portable unit with a battery pack having approximately 64k memory

bytes of memory storage, a keyboard, and a 32 character display screen. The HHT is a unit designed for the rigors of everyday SBSS use. The HHT weighs 2.38 pounds and may be operated at temperatures between 32 and 122°F and between 20 percent and 90 percent humidity (noncondensing). The keyboard pad consists of the alphabet, numbers 0 through 9, seven special characters, and a variety of other functional keys.

The function of the portable HHT and the attached BCRDR is to allow count team members a fast way of transferring in-warehouse asset data to the host 1100/60 for processing. The HHT reads the bar coded data on warehouse location bin labels and stores the data in its memory unit.

Safety. As with any piece of equipment, there are certain responsibilities you assume as its operator. The bar code reader should NEVER be aimed at another person. You should never assume that the HHT is turned off. The laser beam will not harm your skin, but it will permanently damage the cornea of your eye if it makes contact. A few minutes of horseplay is not worth a lifetime of regret if someone's eye is damaged. A foam rubber cover is provided with the bar code reader which should be placed over the laser beam aperture when the reader is being shown to someone. If you use common sense and safety precautions when using the reader, there should be no accidents.

Data Entry. To record data in the HHT, the BCRDR is pointed at the bin label and the trigger is depressed. When aiming the BCRDR at the coded label, you should notice that a green light is lit indicating that the unit is ready for operation. When the trigger is depressed, the green light goes off and a red light comes on. This means that the laser beam is being emitted. When you depress the trigger, you will notice the horizontal laser beam. This beam must completely cross the bar coded data in order to read the data (fig. 3-6).

Refer to figure 3-6 and note that the top line contains a series of vertical bars. This is the stock number in code 39 bar code. The laser beam must cross the entire series of bars, not half or most of them. The second line of the bin label contains the bar coded warehouse location and unit of issue. Note the larger distance between the bar coded warehouse location and the bar coded unit of issue. This, in a sense, helps separate these data elements for the user. If you need to read the warehouse location, it doesn't matter if some of the laser beam crosses the unit of issue coding because it is programmed to scan specifically for an 11 position warehouse location at that time.

Count Record Processing. Conducting inventories with the LOGMARS equipment eliminates the need for punched cards. Instead, the count card (TRIC CIC) images are written to a data base disk file. A stock numbered sequenced listing with the record balance field suppressed is produced, along with a warehouse location sequenced listing which replaces the CIC count cards.

When you get the HHT from the RPS operator, you must respond to the program prompt shown on the LED screen to enter the applicable TRIC. Enter CIC then depress the ENTEK key to start the initial data collection. The operator, responding to the displayed program prompt messages, can then read the bar coded label at the first bin location appearing on the LOGMARS CIC-inventory file listing, arranged in warehouse location sequence, to get the stock number, warehouse location, and unit of issue. If the bar coded data cannot be read, the HHT's keyboard allows a manual keyin of the required data followed by depression of the ENTER key. When the label's data has been successfully read or keyed, the user/operator must respond to the display prompts to keyin the numeric count quantity. Leading zeroes are not required, as the program places zeroes in all of the required leading positions. All manual entries must be followed by the depression of the ENTER key to achieve actual update.

To backspace, for review or change to a prior record's data field(s), keyin a dash (-) in the first position of the current stock number data field, followed by the ENTER key (this won't alter the current stock number). The last entered record's stock number is displayed. Repeated keyins of the dash and ENTER combination permit review/alteration of any record data previously collected. Changing the prior record's stock number requires a new keyin of all 15 positions of the correct stock number followed by the ENTER key. If no change is to be made to the stock number, depress ENTER, and the warehouse location, unit of issue, and quantity fields appear one at a time. Rekey each field's new data to alter, followed by ENTER. To review any field (no change needed), depress ENTER to display the next field within the record.

Once the entire record has been REVIEWED/ALTERED, a display of RECORD UPDATED appears on the screen for several seconds. The

Figure 3-6. LOGMARS bar coded data.

program next displays the stock number field of the record immediately prior to that record. To exit from the backspace mode described above, enter a percent sign (%) in the first position of the stock number field at any point to return program control to the point of origin. Once the percent key is depressed, followed by ENTER, the program prompts for the next available stock number to be input.

During record backspacing, you may desire to erase a record previously entered in error; keyin the letter D (for deletion) in the first position of the record's stock number field, followed by ENTER. RECORD DELETED is displayed for a few seconds, then the stock number of the record immediately prior to the deleted record is displayed. Program logic is essentially the same as that described for the change process. The percent sign and ENTER keyin allows return to the point of origin for data collection continuance.

WRM locations having co-located assets for a detail and item record, require the detail's data to be entered prior to the item record's data. A non-bar coded label reflecting the detail's data should be placed next to the bar coded warehouse location's label. Using data from the work listing and both labels, the following is performed:

a. When the stock number prompt appears initially, keyin the detail document number instead of the stock number. Scan the warehouse location and unit of issue from the bar coded label, keyin the balance reflected on the listing for the WRM Detail quantity (ensure that adequate assets are physically present).

b. When the next stock number prompt is displayed to collect the item record's data, scan the bar coded label's stock number, warehouse location, and unit of issue. Keyin any remaining quantity above the balance committed to the WRM Detail as the item record's balance.

Upon completion of the inventory count effort, or when the HHT's storage capacity is reached, an end of file indicator (plus or dollar sign character) is entered in the first position of the stock number field. A dollar sign ($) entry indicates that the inventory count for this parameter (all warehouse locations in the requested R12 selection parameter) is now completed. If the counting process must be interrupted to unload HHT data prior to completion, DO NOT enter a dollar sign, because that action would cause mismatches (recount requirement) for all items not yet counted when uploaded to the host S1100/60. To indicate that only partial data is being uploaded, an end of file character of a plus sign (+) is entered in place of the dollar sign. When a plus sign is encountered, the input file is suspended pending further input and a final encounter of a dollar sign to process. When a + or $ sign is entered in the first position of the stock number field, followed by ENTER, the HHT's IRL (interactive reader language) program prompts with a displayed question; such as, END OF FILE = $ or END OF FILE = + (on the top line) and CORRECT? (Y/N) (on the second line). The user responds by keying Y (yes) and ENTER to halt data collection. If the end of file character was keyed wrong or is in error, the user responds with N (no) and ENTER. This allows the collection of data to continue and a new prompt appears for the next stock number, or the correct end-of-file character may be entered to stop the collection process.

If several HHTs are being used by multiple count members within the same inventory parameter, all HHT data files should end with the plus sign, except the last HHT to be uploaded to the host S1100/60. The last HHT to upload should indicate the true end-of-file character ($ sign). Large parameter selections should be split into smaller parameters to prevent suspension of files for lengthy intervals. In addition to frozen item records, file recoveries could become subject to higher risk.

Once the counting process is over, the HHT is ready to be connected to the LOGMARS UTS40 VDU in the RPS Operations, so that the input data records can be transmitted to the host S1100/60. If multiple HHTs were used, ensure that the RPS operator is told which HHT has the $ sign. Once all input data records have been transmitted to the host S1100/60, messages are passed to the LOGMARS UTS40 VDU and the RPS console. If the inventory has not been completed, the message tells the operator that all input data records have been read and processed, and the HHT can be disconnected from the UTS40 VDU. The HHT memory is cleared and the inventory input data collection process continues. If the inventory is completed, three messages are passed. The first message informs the operator that all input data records have been read and processed and the HHT can be disconnected from the UTS40 VDU. The inventory data collection process is completed. The second message informs the operator that the CIC-Match process will start. The third message is passed to the RPS console informing the RPS operator that the CIC-Match process has started, and how to restart the job if required.

CIC-Match. The CIC-Match process compares input data collected by the HHT against corresponding TRIC CIC images contained in the host CIC inventory disk file. If the data matches, the CIC image is passed to the priority pseudo reader for on-line processing. If the data matches except for the warehouse location, the CIC image is passed to the pseudo reader for on-line processing, and is printed on the warehouse inventory warehouse location error list. If the data mismatches, the TRIC CIC is changed to TRIC IRC and the record is written to the IRC-INVENTORY file. When the CIC-Match process is completed, and if mismatches occurred, the IRC inventory file list is produced in warehouse location sequence.

Exercises (220):

1. Cite the components which make up LOGMARS?

2. What is the function of the HHT?

3. Why should the bar code reader never be pointed at anyone?

4. When using HHT equipment for conducting inventories, what does the HHT eliminate?

5. Upon initially receiving the HHT from the RPS operator, what is the first element you must input?

6. When the bar coded data cannot be read, what action is taken?

7. What do WRM locations having co-located assets for a detail and item record require?

8. What is produced when count card images are written to the data base disk file?

9. What allows you to review or alter any record data that has already been collected?

10. What does a dollar sign ($) entry indicate?

11. What end of file indicator is used to indicate that only partial data is being uploaded?

12. What does the CIC-Match process compare?

3-5. Inventory Discrepancies

Upon processing of the count cards, three things could happen. If the count card quantity agrees with the item record quantity, the freeze code is deleted and the appropriate records are updated. If the quantities disagree and the discrepancy meets the criteria for automatic adjustment, the freeze code is deleted and the appropriate records are created or updated. If the discrepancy does not meet the criteria for automatic adjustment, a recount card is output.

221. Cite the conditions and procedures for resolving inventory discrepancies.

Complete Inventory Recount. Upon receipt of recount cards (TRIC IRC), the inventory section performs a physical recount. The recap sheets are reviewed for possible errors when data was transferred from the recap sheet to the count card. They also perform any other required research. After all possible checks have been made, the recount cards are sent to the PCAM unit where the reverified count quantity is keypunched in card columns 25-32. Before the cards are processed, the inventory section quality controls the cards to ensure that the count quantities are keypunched correctly.

When the recount card is input, the SBSS data base makes the same comparison as for the count card. If balances are equal and the serviceable recount card is being processed, the freeze code C is deleted from the item record and the DOLI is updated. If the recount quantity and record balance are unequal:

a. The applicable inventory accuracy record is updated.

b. A transaction history is created.

c. The inventory adjustment record is updated.

d. If adjustments result in a serviceable balance increase, the due-out release (DOR) program is called for possible DOR action when the data base key is not blank.

e. For type balance code A item records, the freeze code C is deleted and the DOLI and DOLT are updated.

f. For other type balance codes, the DOLI and DOLT of the item and detail records are updated.

After the recount cards and post-post documents have processed, the inventory section supervisor tells the applicable sections and branches that the inventory is complete and they may begin processing rejected documents.

Sample Inventory Recount. Upon receipt of any inventory recount cards (TRIC 1RR), another physical count is performed. All emergency issues made after the inventory deadline date are checked and quantities in the 1RR card are adjusted as required. The recount quantity is punched in card columns 25-32 of the 1RR and the 1RR is then input. After processing a 1RR:

a. The suspense record is updated and a notice is produced, if applicable.

b. Freeze code C is deleted on the item record if the type balance code is A. The item record DOLI is updated with the transaction date instead of the date from the sample suspense record.

c. Interface with on-line inventory programs GV532, automatic adjustment, and GV533, All Other, is made to create the required adjustment(s).

d. The DOLT is updated.

e. The applicable sample inventory accuracy suspense record is updated.

f. A transaction history is created.

g. An inventory adjustment record is created.

These actions also result from an input of a 1RS when the quantity counted and the record balance are unequal and adjustment is within the automatic adjustment criteria.

In-Use/In-Place Equipment Inventory Recount. If a recount card (TRIC IRC) is produced, inventory section personnel make the recount and do any necessary research. If an equipment overage exists:

a. The inventory section prepares an inventory overage document (AF Form 2005) and gets the custodian's signature. They enter the quantity change on copies one and two of the custody receipt list (CA/CRL). They keep the inventory overage document until receipt of the Consolidated Inventory Adjustment Document Register (M10).

b. The recount quantity is entered on the IRC cards.

c. The IRC card, inventory overage document, and copy one of the CA/CRL are sent to the equipment management section.

d. The equipment management section ensures that the property custodian submits an AF Form 601, Equipment Action Request, with the CA/CRL.

e. The equipment management section processes TRIC FIL/FCI input(s), if necessary, to load the item record and authorized/in-use allowance source code (ASC) 000 pending AF Form 601 approval/disapproval.

f. The IRC cards are sent to the computer operations section for processing.

g. The inventory overage document is attached to the M10 and sent to the document control section for filing.

If the recount and research confirms an equipment shortage:

a. The recount quantity is entered on the IRC card, which is then sent to the computer operations section for processing.

b. The quantity change is entered on copies one and two of the CA/CRL.

When the IRC card is input, the recount quantity and the authorized/in-use detail balance are compared. If they are equal, no records are updated. if they are unequal, the authorized/In-use detail balance is updated with the recount quantity and the detail DOLI is updated with the current date. The applicable inventory accuracy record is updated. An inventory adjustment record and a transaction history are created.

Lost Count or Recount Cards. Lost count or recount cards can be made by taking the required data from the count card listing. The inventory section verifies the punched data before sending the cards for processing.

LOGMARS Recount Record Processing. The input data record collection for recount is done the same as for inventory count processing using LOGMARS equipment. Once the recount is completed, the IRC-Match process compares the HHT input data against the corresponding IRC images in the IRC-INVENTORY file on disk. If the stock number and unit of issue comparisons are equal, the input recount quantity and transaction exception code (TEX) are moved to the IRC image. The IRC image is passed to the priority pseudo reader for on-line processing.

If an IRC image does not have a matching input recount data record, the IRC image is printed on the unprocessed IRC records list in warehouse location sequence.

If all IRC images are not processed during the IRC-Match process, the recount record process is repeated until all IRC images have been matched with an input recount data record. Once matched, all records are updated as appropriate.

Exercises (221):

1. What three events can occur upon count card processing?

2. What is the TRIC of recount cards for:
   a. Complete inventories?
   b. Sample inventories?
   c. In-use/in-place equipment inventories?

3. What action is taken when a recount card is lost?

4. What compares the HHT input data against the corresponding IRC images in the IRC-INVENTORY file on disk?

5. What occurs when an IRC image doesn't have a matching input recount data record?

3-6. Inventory Adjustments

A discrepancy noted on an inventory is usually corrected by adjusting the item record balance. Inventory adjustments are made as the result of processing an inventory count or recount card.

222. Specify the requirements concerning inventory adjustments and research of discrepancies.

Automatic Adjustment Criteria. When the count card processes and the count quantity is unequal to the item

record balance, the discrepancy is either automatically adjusted or an inventory recount card is produced. If the discrepancy meets certain criteria, it is considered more economical to automatically adjust the item record then researching and processing a recount card. Automatic adjustment is made for serviceable items (type balance code A) with a type account code B (supplies), and a controlled item code of U for nonclassified, nonsensitive, and nonpilferable, and when the total dollar value of the adjustment (adjustment quantity x unit price) is less than $100. These automatic adjustments are identified on the daily/consolidated transaction register (stock number requested field) and on the consolidated inventory adjustment document register by the phrase "AUTO-COMPL".

Research of Inventory Discrepancies. The purpose of research is to seek a basis for reconciliation by correcting the accountable records to provide a valid, auditable, transaction record which accounts for all materiel distribution actions. If research action is successful, inventory adjustment actions for reconciliation are not necessary. The presence of inventory adjustments among accountable transactions indicates that the accounting system concerned has lost control and needs external inventory action to bring about reconciliation.

Inventory research includes the validation of the inventory comparison data and the identification of accountable documents and postings that can be corrected. It further includes determining the causes for inventory discrepancies as a basis for correcting them. Normally, research is required on all discrepancies resulting from inventory action before input of the inventory recount card or, in the case of a special inventory, the count card. Exceptions to this are discrepancies that fall within the automatic adjustment criteria.

Inventory shortage discrepancies are researched, beginning with the current date and going back to the last item record zero balance. If the error is not detected at this point and it is determined that more research is needed, continue back 1 year, or to the last inventory adjustment or to the previous numeric DOLI. For physical overages, research starts with the current date and goes back 1 year to the last inventory adjustment or the previous numeric DOLI. The objectives of research are to:

a. Ensure the discrepancy was not caused by errors made while conducting the inventory.

b. Reverse-post erroneous transactions.

c. Account for transactions that may not have been posted to the recap sheet.

d. Account for transactions that may have rejected.

e. Correct warehouse location errors.

f. Identify the type of errors that caused the discrepancy so that an analysis can determine corrective action.

The research of inventory discrepancies includes:

a. Reviewing the daily/consolidated transaction register for erroneous transactions.

b. Reviewing unprocessed backlog, including the Cumulative Reject Listing (D02).

c. Reviewing the Serviceable Balance-No Location Listing (R36) to see if a different warehouse location was assigned.

d. Reviewing count card entries for possible keypunch errors.

e. Reviewing the bin notice file to see if a bin notice is on file with a warehouse location.

f. Reviewing emergency issues made during the inventory count to ensure that all physical movement of materiel in and out of the storage bin was properly marked.

g. Checking the receiving line for assets that processed but have not been forwarded to the storage and issue section.

h. Doing additional research as locally determined.

Exercises (222):

1. When should research on an inventory discrepancy normally take place?

2. Specify the criteria for automatic adjustment.

3. When automatic adjustments occur, they appear on what management products?

4. What is the purpose of researching inventory discrepancies?

5. When an inventory reveals a shortage, what time period is initially researched?

223. Specify the purpose and types of supporting documentation for inventory adjustments.

Supporting Documentation. Research actions, including discrepancies noted and corrective actions, must be documented and filed in the document control section as a supporting document. The format and extent of detail data varies with the major command. Supporting documentation is not required for discrepancies that are resolved since inventory adjustments were not involved. The cause of the discrepancy, however, is identified and categorized by the inventory section to identify trends and problem areas; for example, documents not posted, duplicate input, etc.

The inventory section must get supporting documentation and attach it to the Consolidated Inventory

Adjustment Document Register (M10). All inventory adjustments that fall outside the automatic adjustment criteria must have supporting documentation before submission for approval. Types of supporting documentation are:

a. Completed research worksheets or inventory registers containing a statement by the inventory section that adequate research has been completed.

b. AF Form 198, Report of Survey for Air Force Property. A suspense copy of the AF Form 198 is used as the authority for adjustment action and is filed as supporting documentation pending receipt of the finalized copy.

c. SF Form 361, Discrepancy in Shipment Report.

d. DD Form 1131, Cash Collection Voucher.

e. DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed.

f. SF Form 364, Report of Discrepancy.

g. DD Form 114, Military Pay Order.

h. Inventory Overage Document (AF Form 2005) and AF Form 601.

i. DD Form 1150, Request for Issue or Turn-in, or DD Form 1348-1, DOD Single Line Item Release/Receipt Document.

Consolidated Inventory Adjustment Document Register (M10). Inventory adjustments that are processed from day to day are stored internally on inventory adjustment records. These records are read out and blanked at least monthly by processing the M10. The inventory accuracy may also be printed with the M10 by punching an 11 zone punch in cc 34 of the program select card.

The inventory section ensures that certification and approval signatures are on the original copy of the listing for each type of account before it goes to the document control section for filing. The inventory section keeps copy two and distributes the rest as locally determined. Once the original copy of the M10 is filed in Document Control, copy 2 may be destroyed.

All adjustments affecting item records with a controlled item code other than U are printed as part of the controlled item inventory adjustment list. This list is given to the applicable accountable officer for extensive research to determine the cause of the inventory discrepancy, and to ensure that corrective action is initiated as required. If the nature of a discrepancy indicates the need for immediate reporting, it is given expeditiously to the Commander, OSI Detachment, with an information copy to the Chief, Security Police, to determine if there is probable cause to suspect theft and if an investigation is needed.

The last page of the M10 shows the number of sample inventories in progress over 30 days. Anytime during the month that the accuracy records are prepped or blanked as a result of running the A02 (prep inventory accuracy records), the original copy of the A02 is attached to the M10 for that month and is treated as a supporting document.

Authentication of Inventory Adjustments. The certification and approval blocks of the M10 are signed by the officials indicated in figure 3-7. There are instances when two signatures of certification are required. The same person normally does not sign both the certification and approval blocks. AFM 67-1, Volume 2, Part 2, Chapter 5 provides a complete list of who is authorized to certify and approve the M10 (fig. 3-7 is just a sample).

Exercises (223):

1. What product reads out and blanks internally stored adjustment records?

2. Who must get supporting documentation for an inventory adjustment?

3. What suspense copy is used to make adjustments and is filed pending receipt of the finalized copy?

4. Where is the original copy of the M10 filed?

5. What does the last page of the M10 reflect?

6. Using figure 3-7, who signs the certification block for the adjustment of SPRAM assets?

AUTHENTICATION OF INVENTORY ADJUSTMENTS
(CLASSIFIED, PILFERABLE OVER $25.00, SENSITIVE, OR ADJUSTMENTS OVER $2,500.00)

TYPE ACCOUNT	CATEGORY OF ADJUSTMENT	CERTIFICATION	CERTIFICATION	APPROVAL	CERTIFYING SORT CODE	(3) APPROVAL SORT CODE
	COMPUTER SUPPORT BASE (CSB)					
B/E	ALL, LESS DIFM AND IN-USE (1)		CHIEF OF SUPPLY	COMMANDER (2)	A	
B/E	DIFM-CIVIL ENGINEER	CIVIL ENGINEER	CHIEF OF SUPPLY	COMMANDER (2)	B	
B/E	DIFM OTHER	CHIEF OF MAINTENANCE	CHIEF OF SUPPLY	COMMANDER (2)	C	
B/E	IN-USE (CUSTODIAN)		MATERIEL MGT OFFICER	COMMANDER (2)	D	
B	SPRAM		MATERIEL MGT OFFICER	COMMANDER (2)	H	
K	ALL, LESS DIFM		ACCOUNTABLE OFFICER (4)	COMMANDER (2)	A	
K	DIFM-CIVIL ENGINEER	CIVIL ENGINEER	ACCOUNTABLE OFFICER (4)	COMMANDER (2)	B	
K	DIFM-OTHER	CHIEF OF MAINTENANCE	ACCOUNTABLE OFFICER (4)	COMMANDER (2)	C	
	SATELLITE - CATEGORY II/IIA					
B/E	ALL, LESS DIFM AND IN-USE (1)	SATELLITE SUPPLY OPERATION OFFICER	CSB CHIEF OF SUPPLY	COMMANDER (2)	A	
B/E	DIFM-CIVIL ENGINEER	CIVIL ENGINEER	CSB CHIEF OF SUPPLY	COMMANDER (2)	B	
B/E	DIFM-OTHER	CHIEF OF MAINTENANCE	CSB CHIEF OF SUPPLY	COMMANDER (2)	C	

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Figure 3-7. Authentication of inventory adjustments.

Document Control

WE, IN BASE SUPPLY, strive for perfection in our daily transactions. Strive as we do, erroneous data is occasionally entered into the Sperry 1100/60. To prevent this, the Sperry 1100/60 is programmed to scan fields of data on input documents and to output reject documents alerting you to this condition. The S1100/60 can only edit input data that is not compatible with the item record. For example, if the quantity on a turn-in document reflects five, but should have reflected two, the "reject error program" will be unable to detect this error. This is where the document control section plays an important role as an overseer of the COS's account. Quality is the goal of this section on screening processed documents. In effect, this section is assuring the COS that completed documents have been processed correctly and may either be destroyed or filed for future use. To help you understand how Document Control performs these tasks, this chapter covers screening and quality control of incoming source documents, identification of delinquent documents, maintenance of supply registers, reverse-post action, the processing of shipment suspense cards, maintenance of COMSEC and weapons records, and requirements for letters of authorization for receipt of property.

4-1. Screening and Quality Control of Incoming Source Documents

Records are kept for all transactions. These records must be readily available for necessary research on any transaction on which a question might arise. The records must also be available to auditors for scheduled audits.

224. State the procedures or conditions for filing documents and for quality control.

Document Files. The document control section is responsible for ensuring adequate surveillance over both supplies and equipment documents. In fact, this section is responsible for ensuring that each transaction affecting the stock record account is processed through the S1100/60. Where any change to an item has been generated, a record of such action is reflected on the daily transaction and document register. It is your responsibility to ensure that these transactions are recorded properly. You are also responsible for maintaining accurate supporting documents and for giving them a final quality control check before they are placed in the valid document file. When you find errors or omissions, either correct them or return the documents to the responsible activity for immediate correction and return.

The document control section is designated as a limited access area. If practical, Document Control is located behind a lockable door. Securing the section after duty hours provides the necessary degree of protection for the accountable files. If the section cannot be located behind a lockable door, the accountable document files, including weapons and COMSEC card files, are stored in a locked cabinet. Local controls are required to limit the number of personnel authorized access to the files and records. Authorization to place documents in or remove them from file is normally limited to Document Control personnel. However, when required, the COS may authorize access in writing to additional personnel. A copy of this authorization is kept by Document Control. Anytime that documents must be removed for a temporary period of time, an AF Form 1208, Charge Out Record—EAM Card, or AF Form 614, Charge Out Record, is prepared and controlled.

Quality Control. The document control section is responsible for final quality control (QC) and validation of documents prior to destruction or being placed in the valid document file. Errors or omissions on documents is corrected by Document Control personnel when possible. Otherwise, the document is returned to the responsible activity for immediate correction and return.

As source documents are received in Document Control, they are checked for completeness and divided into work process files as locally determined. These files are arranged and kept in either document number or ascending Julian date serial number sequence. Work process files are usually divided into these groups:

a. Transfer to Defense Reutilization and Marketing Office (DRMO).
b. Shipping documents.
c. Receiving documents.
d. Turn-in documents.
e. All other documents.

Once the source documents have been screened for completeness and divided into work process files, the next step is quality control (QC). To do this, you use the document control card (DCC) file.

The DCC file is created during end-of-day processing for transactions producing a source document. These cards (fig. 4-1) are used to ensure that the Document Control copy of the supply document reflecting action is processed and filed as required. The DCC's require no sorting and are in system designator, type account, TRIC/DIC, and document number sequence. Document Control files the DCC's in card trays divided by the day of the year on which the posting action occurred.

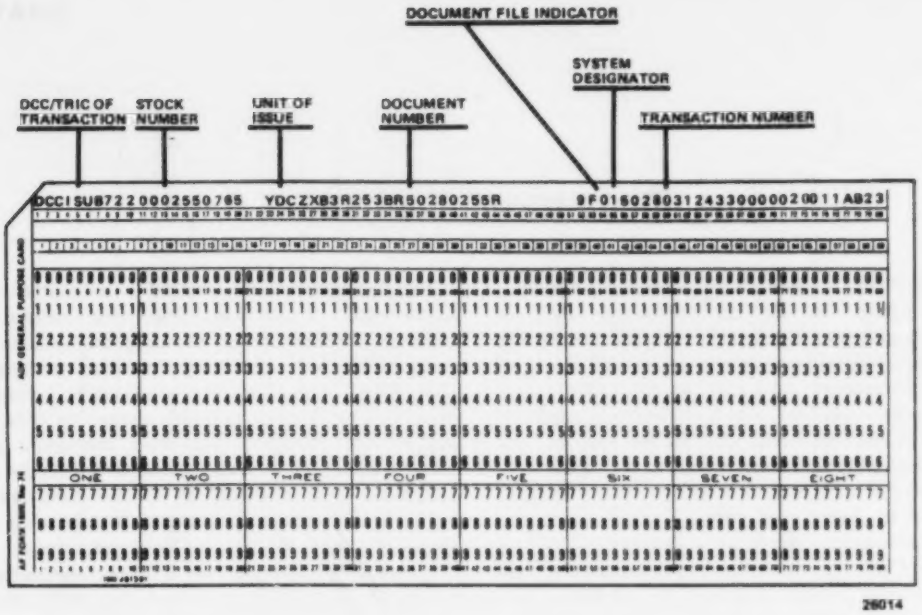


Figure 4-1. Document control card (DCC).

Let's return to the source document for a moment. After you know that the source document is complete, the corresponding document control card is removed from the file and a quality control check is made. When the DCC and source document (DD Form 1348–1, BSU card, and/or source document) are matched, they must be compatible in:

a. Document number.
b. Stock number.
c. Quantity.
d. Unit of issue.
e. System designator.

You should also make these quality control checks:

a. Check for the inspector's stamp or signature on turn-ins, shipments, receipts, and warehouse change documents. The latter two checks are required only if a physical inventory is performed.

b. Check for the inchecker's stamp or signature on receipts and turn-ins, except for REM vehicles.

c. Check for the signature or stamp of a representative of the packing and crating section on shipment.

d. Check for a signature on all transfers to DRMO.

e. Check for a signature on all issue (ISU) and due-out-release (DOR) documents including bench stock sensitive items and those with an extended cost greater than $100.

f. Review all bench stock issues and due-out releases not included in the preceding paragraph for the initials or stamp of bench stock support section personnel.

One last word on quality control checking. Some source documents may require their own support documents and call for more quality control checks to ensure compatibility between the two. These supporting documents include reports of survey, statements of charges, cash collection vouchers, and reports of discrepancy in shipment. Figure 4-2 shows you a quick reference guide for quality control edits, which is a good review of what has been covered.

Filing. After you find that the source document is complete, that all quality control checks have been made (described in the preceding paragraphs), and that no errors exist, take appropriate action:

a. If cc 53 contains a document file indicator code of F, file the source document in the appropriate document file and destroy the DCC.

b. If cc 53 has a D, destroy the source document and the DCC.

Documents are placed in the permanent file, in either descending or ascending document number sequence, for these categories of items:

a. All nonexpendables (equipment).

b. All items with 1 in the last position of the ERRCD (NF1).

c. All repair cycle/DIFM turn-ins and issues with ERRCD of XD/XF.

d. d. All classified. (Wor'CLASSIFIED'' in lieu of noun.)

e. All sensitive or pilferable items.

f. Transactions with non-Air Force activities, including bench stock.

QUICK REFERENCE GUIDE FOR QUALITY CONTROL EDITS

TYPE DOCUMENT	STK NO.	QTY	U/I	DOC NO.	INSPECTOR SIGN OR STAMP	INCHECKERS SIGN OR STAMP	WHSEMAN INIT/SIGN	REMARKS
ISU/DOR/MSI DD FORM 1348-1	X	X	X	X			Date & Name Block 1 Note 9, 11	Date/Time Block 13 Printed Name Block 15 Signature Block 14 See Notes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Retail Outlet Issue Card	X	X	X	X				See Notes 1, 3, 10
BSU & B/S DOR	X	X	X	X			Date & Name Block C of BSU	Initials or stamp of Bench Stock Clerk Block D of BSU See Note 12
BSU & B/S (Post-Post)	X	X	X	X				
T/I (Prepost) DD Form 1348-1/AF Form 2005	X	X	X	X	Block 8/B	Block 7/A		See Notes 1, 2, 4, 7
T/I (Post-Post) AF FORM 2005	X	X	X	X	Block B	Block A		See Notes 1, 2, 4, 7
Receipts DD FORM 1348-1	X	***	X	X	Block 8 if Physical Insp Performed	Block 7		See Notes 1, 2, 4, 13, 14, 15, 16, 17
Receipts, Other	X	***	X	X	X	X		See Notes 1, 2, 4, 14, 15, 16, 17
Shipments (other than DRMO Transfers)	X	X	X	X	Block EE		Date & Name Block 1	Transportation Report, Late - Sign Block 4, copy 1, See Notes 2, 4, 5, 18
Shipments to DRMO using transportation channels	X	X	X	X	Block W		Date & Name Block 1	Transportation Report Late - Sign Block 4, copy 1, See Notes 4, 5, 16, 19
Shipments to DRMO Using supply Delivery channels	X	X	X	X	Block W		Date & Name Block 1	DRMO Representative Signature Block 8 See Notes 4, 5, 19
Inventory Overage Document (IOD) AF 2005	X	X	X	X				Requestor's Name Block A Custodian Signature Block J, See Note 20
FET, FED, FME, 1KT	X	X	X	X				Date & Time Block 13, Printed Name Block 15, Sign Block 14 See Notes 1, 3, 5
FCH, FIC, FCU FCC, 1SC	X	X	X	X	Block 8		Block 9	See Notes 4, 21, 22, 23
FER	X	X	X	X	Block 8			
FEC	X	X	X	X				Signature of Materiel Management Officer or the Designated Representative, Block DD
FIX								Required Certificate and Signature of Management and Systems Officer
Issues Nonnuclear Munitions to Sup PT or Orgn	X	X	X	X				See Note 24
Issues from AFK Sup PT to Orgn	X	X	X	X				See Note 24
1RF - BFMO or Issues (FSC 9150)								See Note 25
1VS	X	X	X	X	Block EE		Block 1	Signature Block 14

527712A1 100

Figure 4-2. Quality control quick reference guide.

g. Reimbursement/refund issue and turn-in documents, including bench stock, with an extended dollar value of $100 or more.

h. All receiving and shipping documents, including transfers to DRMO.

i. Turn-ins with forced credit (credit code Y).

j. Turn-ins reflecting relationship code I.

k. Environmental health items.

l. Transactions having TRIC FME, FET, FED, FKD, or FMK.

m. All issues or turn-in documents, including bench stock for the FK account.

n. All oil issues.

This completes filing of the documents if all data is compatible. If the quality control check reveals incompatibility between the document control card and the source document (and the transaction can be reversed), the document control section coordinates with the responsible activity to start reverse post action to correct the errors. Reverse-post procedures are covered in a later objective segment.

In addition to the documents filed in the permanent file, Document Control must file such support documentation as:

a. The Daily Document Register (D04).

b. The Daily or Consolidated Transaction Register (D06).

c. All Consolidated Inventory Adjustment Registers (M10) and supporting documentation.

d. Notice of lost or missing documentation, when cc 53 of the DCC card contains an F.

e. Any document annotated with or having attached information that would help managers/auditors/inspectors determine the identity or disposition of an item.

f. Additional document files required for equipment management.

g. Documents subject to destruction are retained for specified periods of time when requested by auditors or inspectors for review purposes. When such a request is levied, documents subject to destruction are not mixed with normal filing, but are separately batch-filed without regard to any filing sequence.

An alternate method of document filing is to microfilm the base supply source documents and document control records (when justified). All proposals for microfilm processing equipment must be submitted on a Documentation Storage and Retrieval (DS&R) system proposal under AFR 12-40, Microfilm Systems Management.

Exercises (224):

1. List the five groups which could make up the work process file.

2. What other file is required for quality control besides the work process file?

3. When are document control cards produced?

4. What areas must be compatible for quality control?

5. What are the two document file indicator codes used in cc 53 of the DCC? What do they mean?

6. After quality control, where are the documents filed?

4-2. Delinquent Documents

Continuous emphasis on processing of documents precludes them from becoming delinquent. This part of the text explains what you do for delinquent documents.

225. State the conditions producing or affecting delinquent documents and corrective action to be taken.

Criteria. A document normally becomes delinquent when it is not completely processed and cleared within 5 workdays from the as-of-date. The as-of-date is the machine processed date, post-post date, or process date of the receipt. Due to the processing requirements of some documents, the delinquent criteria is modified; but, the delinquency is based from the as-of-date and these exceptions apply:

a. All controlled item codes 4 and N source documents applicable to firearms are considered delinquent after 3 workdays.

b. Ten workdays should apply for off-base issues at bases operating under the main base/satellite concept and for off-base shipments containing priority 09-99.

c. Transfers to DRMO become delinquent in 15 calendar days for onbase activities and 30 calendar days for off-base activities.

d. Major commands may apply delinquency criteria of a maximum of 15 calendar days for onbase transactions and 30 calendar days for off-base issues and shipments.

e. Ten workdays apply to due-out releases for retail outlet items that are held for customer pickup.

To find delinquent documents, screen the document control card suspense file and work process file each day. For onbase organizations, documents become delinquent on

the 6th workday after the as-of-date. For off-base organizations, documents become delinquent on day 11.

DCC and DSC Card Processing. Each document in the work process file, which has a date of 5 or more workdays from the as-of-date and no DCC exists, is listed on an AF Form 1530 in the delinquent source document (DSD) card format. The AF Form 1530 is forwarded to the PCAM unit for keypunching.

Delinquent DCC and DSD cards are handcarried to the ADPE unit each day at the end of the normal workday. Upon processing of the cards, a six part delinquent document listing is produced containing data from the input DCC/DSD cards and the following optional data: warehouse location, DOLT, serviceable balance, and nomenclature. This data eliminates the need for subsequent inquiries.

Delinquent Document List. The DCC/DSD cards, along with the delinquent document list, are returned to the document control section. One copy of the report goes to each of these agencies:

(1) Management and systems branch.
(2) Operations support branch.
(3) Materiel management branch.
(4) Materiel storage and distribution branch.
(5) As locally determined.

NOTE: The document control section keeps the last copy.

Since the specific format and sequencing of the daily delinquent document listing entries vary with the base or major command, a standard format and sequence is not practical.

Each branch of base supply uses the delinquent document listing to speed up the completion and return of delinquent documents. These copies of the delinquent document listing are returned to the document control section indicating those documents in process and the reason for their delinquency along with the responsible branch.

Those source documents that have not been found after appearing on three daily delinquent document listings require aggressive research action. Contact the intended recipient to see whether a copy of the document is available or if a facsimile should be prepared. If a duplicate copy is available or if research reveals that a facsimile should be prepared, it is certified as a true copy and signed by the COS or an authorized representative for the document files. The facsimile is also signed by the intended recipient. A copy of the certified (duplicate or facsimile) document is furnished to the applicable activity.

Lost Document. If the source document is lost and the recipient does not have the property, a facsimile is prepared and the issue or shipping action is completed. For this type of situation, a special inventory must be conducted. The inventory will be initiated at the same time the facsimile is prepared. If the document or a certified true copy is not provided, a certificate of lost document is prepared.

The DCC is stamped or typed with a certificate of lost document. The certification states that a thorough search was made and adds any other pertinent details. The lost document certificate is signed by the COS or a designated representative. The DCC is stapled to a DD Form 1348–1 for filing.

If only a source document exists, and the DCC has been lost or has not been created, then the transaction register is screened to ensure that the source document has been posted. If the transaction is found on the register, then quality control is performed using the transaction register instead of the DCC. If no errors exist, the source document is filed. If errors are discovered, then appropriate action is taken.

If you find that the source document has not been processed, prepare the input documentation and hand-carry it to the computer operations section for processing.

Exercises (225):

1. Documents normally become delinquent in how many workdays?

2. When do controlled item code N source documents become delinquent?

3. Where are source documents without DCCs listed for keypunching?

4. If there is a source document without a corresponding DCC, what is checked to verify that the source document processed?

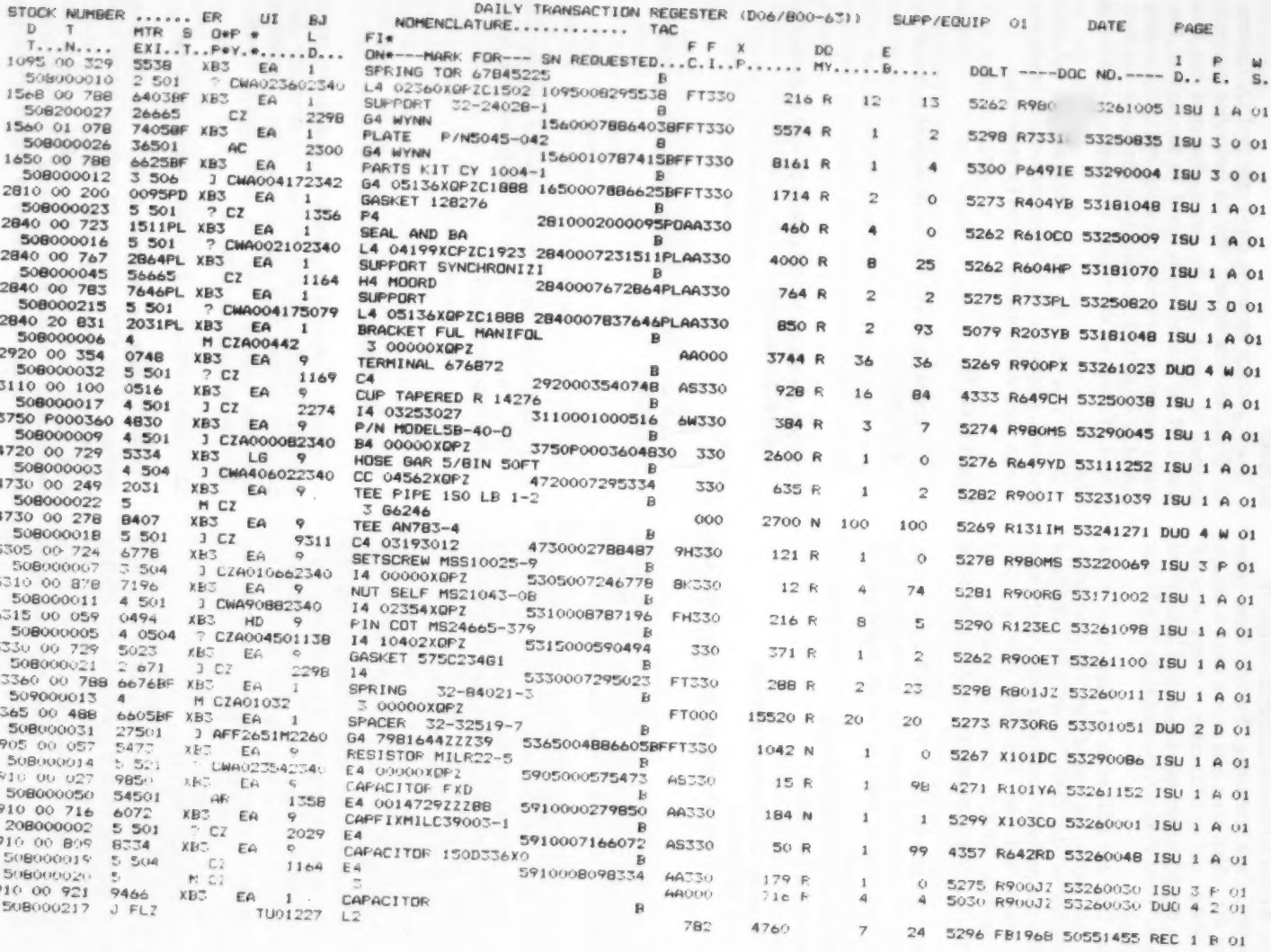
4-3. Maintenance of Supply Registers

Document Control is responsible for maintaining certain auditable registers. In this section, we cover the daily document register, daily transaction register, consolidated transaction register, and the consolidated inventory adjustment document register.

226. State how to use and maintain supply registers.

Daily Transaction Register (D06). The D06 gives managers in the COS complex an auditable record of all transactions processed (fig. 4-3). The D06 is primarily used as an audit trail in determining accuracy and completeness of transactions processed. This listing is also the prime source of data needed to prepare reverse-post documentation.

The D06 is prepared daily from transactions stored in the daily transaction history area within the SBSS data base. It is prepared in system designator, type account code, stock



DAILY TRANSACTION REGESTER (D06/800-63)) SUPP/EQUIP 01 DATE PAGE

STOCK NUMBER / D T	ER MTR S	UI O*P *	BJ L	NOMENCLATURE / FI* / ON*---MARK FOR--- SN REQUESTED	F F X C.I..P	DO MY	E B	DOLT ----DOC NO.----	I D..	P E.	W S.
1095 00 329	5538	XB3 EA	1	SPRING TOR 67B45225	B						
508000010	2 501	? CWA023602340		L4 02360XQPZC1502 1095008295538	FT330	216 R	12	13 5262 R980 3261005	ISU	1	A 01
15e8 00 788	6403BF	XB3 EA	1	SUPPORT 32-24028-1	B						
506200027	26665	CZ	2298	G4 WYNN 1560007886403BF	FT330	5574 R	1	2 5298 R7331 53250835	ISU	3	O 01
1560 01 078	74050F	XB3 EA	1	PLATE P/N5045-042	B						
508000026	36501	AC	2300	G4 WYNN 1560010787415BF	FT330	8161 R	1	4 5300 P649IE 53290004	ISU	3	O 01
1650 00 788	6625BF	XB3 EA	1	PARTS KIT CY 1004-1	B						
508000012	3 506	J CWA004172342		G4 05136XQPZC1888 1650007886625BF	FT330	1714 R	2	0 5273 R404YB 53181048	ISU	1	A 01
2810 00 200	0095PD	XB3 EA	1	GASKET 128276	B						
508000023	5 501	? CZ	1356	P4 2810002000095P	OAA330	460 R	4	0 5262 R610CO 53250009	ISU	1	A 01
2840 00 723	1511PL	XB3 EA	1	SEAL AND BA	B						
508000016	5 501	? CWA002102340		L4 04199XCPZC1923 2840007231511PL	AA330	4000 R	8	25 5262 R604HP 53181070	ISU	1	A 01
2840 00 767	2864PL	XB3 EA	1	SUPPORT SYNCHRONIZI	B						
508000045	56665	CZ	1164	H4 MOORD 2840007672864PL	AA330	764 R	2	2 5275 R733PL 53250820	ISU	3	O 01
2840 00 783	7646PL	XB3 EA	1	SUPPORT							
508000215	5 501	? CWA004175079		L4 05136XQPZC1888 2840007837646PL	AA330	850 R	2	93 5079 R203YB 53181048	ISU	1	A 01
2840 20 831	2031PL	XB3 EA	1	BRACKET FUL MANIFOL	B						
508000006	4	M CZA00442		3 00000XQPZ	AA000	3744 R	36	36 5269 R900PX 53261023	DUO	4	W 01
2920 00 354	0748	XB3 EA	9	TERMINAL 676872	B						
508000032	5 501	? CZ	1169	C4 2920003540748	AS330	928 R	16	84 4333 R649CH 53250038	ISU	1	A 01
3110 00 100	0516	XB3 EA	9	CUP TAPERED R 14276	B						
508000017	4 501	J CZ	2274	I4 03253027 3110001000516	6W330	384 R	3	7 5274 R980MS 53290045	ISU	1	A 01
3750 P000360	4830	XB3 EA	9	P/N MODEL5B-40-0	B						
508000009	4 501	J CZA000082340		B4 00000XQPZ 3750P0003604830	330	2600 R	1	0 5276 R649YD 53111252	ISU	1	A 01
4720 00 729	5334	XB3 LG	9	HOSE GAR 5/8IN 50FT	B						
508000003	4 504	J CWA406022340		CC 04562XQPZ 4720007295334	330	635 R	1	2 5282 R900IT 53231039	ISU	1	A 01
4730 00 249	2031	XB3 EA	9	TEE PIPE 150 LB 1-2	B						
508000022	5	M CZ		3 G6246	000	2700 N	100	100 5269 R131IM 53241271	DUO	4	W 01
4730 00 278	8407	XB3 EA	9	TEE AN783-4	B						
508000018	5 501	J CZ	9311	C4 03193012 4730002788487	9H330	121 R	1	0 5278 R980MS 53220069	ISU	3	P 01
5305 00 724	6778	XB3 EA	9	SETSCREW MSS10025-9	B						
508000007	3 504	J CZA010662340		I4 00000XQPZ 5305007246778	BK330	12 R	4	74 5281 R900RG 53171002	ISU	1	A 01
5310 00 878	7196	XB3 EA	9	NUT SELF MS21043-08	B						
508000011	4 501	J CWA90882340		I4 02354XQPZ 5310008787196	FH330	216 R	8	5 5290 R123EC 53261098	ISU	1	A 01
5315 00 059	0494	XB3 HD	9	PIN COT MS24665-379	B						
508000005	4 0504	? CZA004501138		I4 10402XQPZ 5315000590494	330	371 R	1	2 5262 R900ET 53261100	ISU	1	A 01
5330 00 729	5023	XB3 EA	9	GASKET 575C234G1	B						
508000021	2 671	J CZ	2298	I4 5330007295023	FT330	288 R	2	23 5298 R801JZ 53260011	ISU	1	A 01
53360 00 788	6676BF	XB3 EA	1	SPRING 32-84021-3	B						
509000013	4	M CZA01032		3 00000XQPZ	FT000	15520 R	20	20 5273 R730RG 53301051	DUO	2	D 01
5365 00 488	6605BF	XB3 EA	1	SPACER 32-32519-7	B						
508000031	27501	J AFF2651M2260		G4 7981644ZZZ39 5365004886605BF	FT330	1042 N	1	0 5267 X101DC 53290086	ISU	1	A 01
5905 00 057	5473	XB3 EA	9	RESISTOR MILR22-5	B						
508000014	5 501	? CWA023542340		E4 00000XQPZ 5905000575473	AS330	15 R	1	98 4271 R101YA 53261152	ISU	1	A 01
5910 00 027	9850	XB3 EA	9	CAPACITOR FXD	B						
508000050	54501	AR	1358	E4 0014729ZZZ88 5910000279850	AA330	184 N	1	1 5299 X103CO 53260001	ISU	1	A 01
5910 00 716	6072	XB3 EA	9	CAPFIXMILC39003-1	B						
208000002	5 501	? CZ	2029	E4 5910007166072	AS330	50 R	1	99 4357 R642RD 53260048	ISU	1	A 01
5910 00 809	8334	XB3 EA	9	CAPACITOR 150D336X0	B						
508000019	5 504	CZ	1164	E4 5910008098334	AA330	179 R	1	0 5275 R900JZ 53260030	ISU	3	P 01
508000020	5	M CZ		3	AA000	716 R	4	4 5030 R900JZ 53260030	DUO	4	2 01
5910 00 921	9466	XB3 EA	1	CAPACITOR	B						
508000217	J FLZ	TU01227		L2	782	4760	7	24 5296 FB1968 50551455	REC	1	B 01

Figure 4-3. Daily Transaction Register (DO6).

number, and transaction number sequence. The original copy of the D06 is kept by Document Control. It is an auditable record and must be safeguarded.

When the register is received, it is reviewed for obvious errors. If the register is correct, it is filed in a binder clearly marked DAILY TRANSACTION REGISTER. Each day's register is labeled on the first page with the Julian date that the listing processed.

Consolidated Transaction Register. This register may be prepared to replace the D06. It is created from transaction histories which have been stored and merged on magnetic tapes. This register is printed in system designator, type account code, stock number, and transaction number sequence as seen in foldout 1. Before the daily transaction registers are destroyed, Document Control verifies the accuracy and completeness of the consolidated transaction register. This verification consists of comparing the total number of transactions on the consolidated register against those on the daily registers for the period shown on the consolidated register.

The data from the transaction histories can either be in register form or on microfiche. The original copy of the register or the microfiche is kept in the document control section as it is an auditable document when used to replace the D06. If you're asking yourself what is the difference, there isn't much. The D06 is a list of transactions that processed during a 1 day period. The consolidated transaction register is a list of all transactions processed during a specified time period (weekly/monthly). When researching data, it is easier to use the consolidated transaction register as any transactions processed during a specified time period are all listed on the same page. If you used the D06, you would be going to the D06 for everyday there was a transaction you needed to research.

Refer to foldout 1 for an extract of a consolidated transaction register. Notice that the line items are in stock number sequence, and just under the stock numbers are the transaction serial numbers that the SBSS data base automatically assigns for each auditable transaction processed against a stock number. The transaction serial number consists of a 4-digit Julian date, followed by a 5-digit serial number.

It is to your benefit to be highly proficient in researching the transaction registers. Organizational personnel often want to look at the registers for a specific transaction, but they may have trouble understanding the data elements. You may be called upon to help define the various data elements. As we mentioned earlier, you may be asked to process a reverse-post transaction, so it is essential for you to have this knowledge.

Looking at the top heading line in foldout 1, you can find that data was consolidated from 5274 to 5288. If you were researching stock number 4920010778142WF to see if requisition number FB305952800101 was received, how would you know which register to go to? You would run an inquiry to find the DOLT. By knowing the DOLT, you can research the registers until you find what you're looking for. There are too many data elements you need to be familiar with for us to adequately discuss how to use the register. You should ask your supervisor for their assistance in becoming familiar with researching either the D06 or the consolidated transaction register.

Daily Document Register (D04). This register is prepared from transactions stored in the daily transaction history area within the SBSS data base. The D04 is in document number sequence by activity code within shop code by organization and is provided in two parts (fig. 4-4).

Part 1 reflects all transactions processed for assigned organizations and internal supply functions. When this part is run, document control cards (DCC) are produced based on the transaction history indicator. Part 2 provides a list of all activity code Y transactions. The original copy is kept in Document Control and is an auditable document.

In addition to the organization transaction entries, the register contains inventory adjustments, add and delete item record actions, and indicative data changes. Each day's register is labeled on the first page with the Julian date to show the date of preparation. It is filed in a binder clearly marked DAILY DOCUMENT CONTROL REGISTER.

Organizations are provided with a copy of the D04 in document number sequence which reflects the supply action resulting from their inputs. Part 1 of the register is designed for distribution down to shop level and provides a ready reference for reconciling any questions regarding supply's response to customer requirements. The D04 gives the organization an auditable account of how money is being spent and a way to check for processing errors. Any supply abuse by the organization shows up on the D04. Any transaction that affects an organization's account is reflected on their copy of the D04. The data on the D04 is also on the transaction register with the same corresponding Julian date.

Consolidated Inventory Adjustment Document Register (M10). This register is prepared from the inventory adjustment area of the SBSS data base. The M10 must contain an entry for each adjustment transaction appearing on the D04 and D06 for the period covered by the register. The original copy contains the certification and approval signatures and a copy of any required supporting documentation. The supporting documentation can be kept in a separate folder. The M10 is sent to Document Control within 5 workdays after the receipt of the required signatures and any supporting documentation. The M10 is filed within 30 days from the date of preparation.

The M10 is checked for obvious errors. If the register is complete, it is filed in a binder clearly marked CONSOLIDATED INVENTORY ADJUSTMENT DOCUMENT REGISTER. The first page of each register has a tab reflecting the Julian date of preparation.

Exercises (226):

1. What register is used to extract information to prepare a reverse post?

2. In what sequence is the daily document register?

```
                              (PART 1 )        DAILY DOCUMENT REGISTER          (DOV/804-43) TA B  01       DATE        PAGE    29

STOCK NUMBER....      ERC  FAC IP R/I  UI NOMENCLATURE...........QTY  . EX COST.. AC  MARK FOR..... S/A...TIC DOCUMENT NUMBER
F B                                          ENDING TRAN  SER          STA  D  F                              REASON
I C              TP TRANS PHRASE          DOLD  BAL...  DATE  NBR..  DOLT  ADV  F  C STOCK NUMBER REQ..  Y

                                    960 INSTALLED & PER EQUIP    ANDREWS AFB 8TH BOMB W
6230 00 500 0523      XB34 330 C7 501 REA LANTERN ELECT 6VOLT          1     $1.65      SSS03240010            ISU R980FC 5055 0016
F 9              3P PARTIAL ISSUE  CRC      4224  000000  5055 00539  4286       J  D    6230005000523
6230 00 500 0523      XB34 000 C7     REA LANTERN ELECT 6VOLT         11    $18.15      SSS03240010            DUO R980FC 5055 0016
  9              4W NOT AUTH SIK                 000011  5055 00540  5055            M
                                                          ISU      DUO   DOR-O/T     DOR-D   DUO-NAS       DOC      TOTAL
TOTAL THIS SHOP CODE                                        1        1         0         0         1         0          2


                              (PART 2 )        DAILY DOCUMENT REGISTER          (D04/804-43)  TA B  01       DATE        PAGE    31

STOCK NUMBER....      ERC  FAC IP R/I  UI NOMENCLATURE...........QTY... EX COST.. AC  MARK FOR..... S/A...TIC DOCUMENT NUMBER
F B                                          ENDING TRAN  SER          STA  D  F                              REASON
I C              TP TRANS PHRASE          DOLD  BAL... DATE  NBR..  DOLT  ADV  F  C STOCK NUMBER REQ..  Y

6625 00 017 8285BF    XD24 000    FGZ  EA RADIOMETER 277558                $2652.00 FT  01A002A020             FCS Y  01A002A021
  S              6I WHSE LOC CHG          4103  000000  5055 00467  4280
1650 00 011 9925BF    XD23 000    FGZ  EA HYD AC 32-69217-311              $4870.00 FT  01A004B009             FCS Y  01A004B010
  S              6I WHSE LOC CHG          4172  000000  5055 00468
2920 01 013 9867YP    XD24 000    FPZ  EA START ENG 372697-18              $1408.00 CH  01A006A003             FCS Y  01A006A004
               6I WHSE LOC CHG          4249  000000  5055 00473  4300
5905 00 889 1706      XB35 000    B16  EA RESISTR RCR07G111JM                   .30 6B  01A007H047A             FCS Y  01A007H048


                              (PART 2 )        DAILY DOCUMENT REGISTER          D04/804-43)  TA B  01       DATE        PAGE    32

STOCK NUMBER....      ERC  FAC IP R/I  UI NOMENCLATURE...........QTY... EX COST.. AC  MARK FOR..... S/A...TIC DOCUMENT NUMBER
F B                                          ENDING  TRAN SER          STA  D  F                              REASON
I C              TP TRANS PHRASE          DOLD  BAL...  DATE NBR..  DOLT  ADV  F  C STOCK NUMBER REQ..  Y

5120 00 288 6514      XB34 000   FGA0  EA HANDLE SPIN 3/8 DR            6    $2.55                      K  FID Y  03D043A002
  9              4X WHSE LOC DEL          4291           5055 00499  5055  U          1015 000            Z
1560 00 788 6687BF    XF34 000   FFGZ  EA BLANKET 32-33097-43           0    $67.54 FT                     FID Y1560  007888687
  I              41 ITEM DELETE           4354           5055 00500  4295  U               000           Z
2540 01 055 9351      NF45 000   FFLZ  EA CONTROL IRA2320-028          0   $1474.00                       FID Y2540  010555351
  J              41 ITEM DELETE           4133           5055 00383  4294  U               000           W
3444 00 254 2121      NF35 000   FS9G  EA MACHINE PRESS                 0    $140.00 AE                    FID Y3444  002542121
```

Figure 4-4. Daily Document Register (DO4).

3. What type of documents are the daily transaction and daily document registers?

4. What is produced along with the daily document register?

5. if you needed to research an Item record transaction, what section would be the logical place to go?

6. the consolidated Transaction register is available in two forms. Name them.

7. The D04 is broken into how many parts? They are:

8. What product is provided to organizations so that they can monitor their spending and how their requests are being processed?

9. The M10 must be sent to Document Control within what time frame?

4-4. Reverse-Post

In Chapter 1 of this CDC, we discussed the reject program and how, if an error is detected, the reject program takes over. A reject is produced, the errors are corrected, and the request is reinput. There are times when erroneous data is in the correct card column and the request processes. For example, an issue request for organization code 735 is input as 753. If organization code 753 is loaded, the request processes. If organization code 753 is not loaded, the issue request rejects. What are some of the results of an item being issued to the wrong organization?

- The item may be delivered to the wrong place, delaying the mission.
- One organization pays for an item they didn't request or need.
- Pickup and delivery section wastes their resources (time, gas, truck wear and tear) delivering the item to the wrong place.
- Consumption is not shown against the correct organization.

Sometimes, an error like this is corrected by processing a turn-in from organization 753 and an issue to organization 735. At other times, the transaction is reversed in the SBSS data base. This type of transaction is called reverse-post.

227. Specify the purpose and conditions for processing a reverse-post transaction.

Purpose. The purpose of reverse-post action is to remove erroneous data from the SBSS data base. It should only be performed when there is no other alternative.

The document control section is responsible for initiating reverse-post action to correct machine processed documentation errors. Other reverse-post actions are started by the inventory section to correct errors involving overages or shortages of warehouse assets, and the repair cycle support section for correction of errors involving DIFM assets.

Reverse-post transactions are processed during normal on-line processing. They may be input at the RPS/main card reader, AFK terminal, or through a satellite terminal. If the input is from a satellite terminal, the system designator must be a satellite system designator. Input may be made through the RPS/main card reader, regardless of the system designator.

Limitations. Vehicle issue transactions involving registered equipment management (REM) details are not reverse-posted. Turn-in action is required to delete a REM detail record or to change the item record balance when an organization refusal occurs. Special inventory action is required to correct other conditions under which reverse-post action cannot be taken. This includes transactions before the conversion to the standard base supply system.

Every transaction is not authorized reverse-post action. Usually a transaction is reverse-posted when there is an item/detail record balance error or a funding error. Figure 4-5 reflects the types of transactions authorized reverse-post action. These DIC/TRIC codes are further restricted by the

The following types of transactions are authorized reverse-post:

DIC/TRIC	TYPE DOCUMENT
A2(X)	Redistribution Order
A4(X)	Referral Order
DOR	Due-out Release
FTR	Excess Shipments
ISU	Issue
MSI	Issue From Detail
REC	Receipt
SHP	Shipment
TIN	Turn-in
TRM	Transfer to DRMO
1PU	Direct Charge

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Figure 4-5. DIC/TRICs authorized reverse-post.

type transaction phrase codes (TTPC) which are authorized reverse-post action (fig. 4-6).

Procedures. Once it has been determined that a transaction needs to be reverse-posted, the first step is research. Normally, the transaction register is used to perform the research to initiate reverse-post action. This research must determine if you can reverse-post the transactions and which transactions require reversal. The number of transactions to be reverse-posted depends upon the transactions that have processed since the error occurred, and the number of codes created for each type of transaction. Sometimes, all transactions involving substitute items must be reversed. Substitute transactions can be identified on the transaction register when the stock number requested field contains a different stock number than that of the transaction. The D04 may be used to research substitute transactions, since all stock numbers are listed for each document number processed.

The initiating activity coordinates with the materiel storage and distribution branch to determine the correct quantity, unit of issue, and stock number for reverse-post action. The initiator also determines the required sequence for reverse-posting each transaction involved (for example, due-out releases before receipts).

TTPC AUTHORIZED REVERSE POST

The following type transaction phrase codes may be reverse posted with the types of transactions reflected in Figure 4 — 6

TTPC	TRANSACTION PHRASE
1A	— Item Record/Unserviceable Detail
1B	+ Item Record/Unserviceable Detail
1C	— SP Detail
1D	+ SP Detail
1E	— Delete SP Detail
1F	+ Add SP Detail
1G	— MSK Detail
1H	+ MSK Detail
1I	— Delete MSK Detail
1J	+ ADD MSK Detail
1K	— In-Use Detail
1L	+ In-Use Detail
1M	— Delete In-Use Detail
1N	+ Add In-Use Detail
1O	— WRM Detail
1P	+ WRM Detail
1Q	— Delete WRM Detail
1R	+ Add WRM Detail
1S	— Due-In Detail
1U	— Delete Due-In Detail
1W	— Status Detail
1Y	— Delete Status Detail
2A	— Due-Out Detail
2C	— Delete Due—Out Detail
2H	+ Add SNC Detail
2I	— WRSK Detail
2J	+ WRSK Detail
2K	— Delete WRSK Detail
2L	+ Add WRSK Detail
2M	— DIFM Detail
2N	+ DIFM Detail
2O	— Delete DIFM Detail
2P	+ Add DIRM Detail
2T	+ Add RNB Detail
2U	Change DIFM Detail
2W	— Delete REM Detail
3A	— Item Record/Unserviceable Detail (Transfer to DRMA)
3P	— Item Record (Partial Issue)
3Q	— Item Record/Unserviceable Detail (Post-Post Issue)
3S	— Item Record/Unserviceable Detail (NRTS Shipment)
3G	— SPRAM Detail
3H	+ SPRAM Detail
3J	— Delete SPRAM Detail
3K	+ Add SPRAM Detail
7Y	1PU — Charge or Credit PFMR and OCCR
8B	+ FIA Fld
9D	— FIA Fld

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Figure 4-6. TTPCs authorized reverse-post.

Freeze code. Freeze code Q is assigned to item records requiring reverse-post action, if the item record does not already contain a freeze code. Reverse-post inputs will process against freeze codes Q, I, and C. Any other freeze code must be cleared prior to reverse-post action being initiated.

Freeze code Q prevents further transaction processing against the item record during research and card preparation for the reverse-post action. it may be necessary to freeze more than one Item record when interchangeable issues require reverse-post. After the reverse-post transaction has been successfully processed, freeze code Q is automatically deleted from the item record by the reverse-post program.

RVP inputs. Reverse-post procedures (TRIC RVP) require different formats for issues, turn-ins, due-out releases, shipments, receipts, and transfers. Chapter 31, Part 2, Volume 2, AFM 67–1 contains the RVP formats for transactions that can be reverse-posted.

RVP outputs. All transactions that affect the item record balance, DIFM unserviceable detail record, or detail record balance (TRIC MSI), result in the output of a DD Form 1348–1. Reverse-post output products are forwarded to the initiator. The initiator annotates the date and transaction serial numbers which were reversed, and forwards the original copy of the DD Form 1348–1 to Document Control. One copy of the DD Form 1348–1 is sent to Records Maintenance for review of the freeze code load/delete (FFC) file to ensure that the rejected documents, if any, are processed. Additional copies of the output document are kept by the initiator to ensure that all actions of the reversal are completed. When the reversal is completed, these copies may be destroyed or kept for information purposes.

Once all erroneous transactions are reversed, the correct data is input. As with our example of the transposed organization code, an issue request with organization code 735 is processed. Reverse-post actions cost time and money, so it is important to try and process all transactions correctly the first time.

Exercises (227):

1. What is the purpose of reverse-post action?

2. When are reverse-post transactions processed?

3. What freeze code is assigned for reverse-post action?

4. How is the freeze code removed after a reverse-post transaction has been successfully processed?

4-5. Shipment Suspense Cards

A shipment suspense card (SSC) is a result of a redistribution order (RDO) from a depot informing a base supply that a particular item is needed at another base with a higher priority for the item.

228. State the purpose of a shipment suspense card and responsibilities and sequence for maintenance.

Shipment Suspense Card. An SSC is output as a result of inputting a redistribution order (A2x), referral orders (A4x), replies to reports of customer excess (FTR/FTS), or a nondirected shipment (SHP) when shipment action is initiated. The purpose of the SSC is to ensure that all property has been shipped. Upon notification from transportation that shipping action has occurred, the applicable SSC is prepared for processing. Input of the SSC produces applicable RDO confirmation cards, shipment status cards, and updates the shipment suspense detail record.

The document control section keeps the SSC file in document number sequence (optional, document number by priority group sequence) pending receipt of copy 2 of AF Form 983, Shipment Planning Worksheet, or copy 3 of DD Form 1348–1 from transportation. When the Transportation Division has finished shipping action, they write the shipping data on copy 2 of the AF Form 983 or copy 3 of the DD Form 1348–1 and forward it to the document control section. Document Control then selects the corresponding SSC and enters the following data:

- Mode of shipment.
- Transportation control number (TCN).
- Date shipped.
- Type hold code.
- Date available for shipment.

The SSC is then sent to the PCAM unit for keypunching. When the keypunch action is done, the PCAM unit sends the SSC to the ADPE unit for processing.

A shipment suspense detail is created at the same time the SSC is output. This detail provides an automated response to followup requests on RDO actions and shipment status on lateral requisitions. The shipment suspense detail is kept for 5–60 days (CONUS or stateside) or 120 days (overseas). This time period provides for an automatic response during the time when a base is most subject to followup requests.

Delinquent Shipping List. The Delinquent Shipping List (R40) is run weekly. The R40 is produced in three parts. Parts I and II contain delinquent SSC/SNC (shipped not credited) Details for which no transportation data is available. Part III contains SSC/SNC details for which an estimated date shipped has been provided by traffic management office (TMO), but for which no TCN/GBL (Government bill of lading) or hold code is available. The R40, within each system designator, is sequenced by part and document number.

Part I of the R40 reflects delinquent SSC details based on priority; 5 days for priority group I, 9 days for priority group II, and 22 days for priority group III (fig. 4-7). Part II of the R40 reflects delinquent SNC details based on priority. The current requisition date, DOLT on the SNC detail, and a standard 22 days criteria determines the number of delinquent days for Part II.

Parts I and II are worked against the unprocessed transportation data and delinquent document files by Document Control. Unprocessed transportation data is marked on an SSC card, input to the SBSS, and the associated entry is lined off the listing to keep TMO from reviewing these details. Any entries found to be in the delinquent document files are lined off the R40 to preclude TMO action. The updated R40 is sent to TMO.

TMO reviews the R40 against the appropriate transportation documents (that is, AF Form 983 and DD Form 1348–1). Copies of these documents are returned with the listing if they have not been previously provided to supply. If copies have been previously provided, transportation data is entered on the listing by TMO for subsequent processing of the SSCs by Document Control. If TMO is unable to provide either the hold data or TCN/GBL, but they are confident the shipment was made on a specific Julian date, they provide this data. Upon receipt of this data, Document Control confirms that a completed shipping document, signed by Transportation, is in file. An asterisk (*) is entered in card column 62 and the estimated shipped Julian date is entered in card columns 63–66 of the SSC by Document Control. The SSC is input to update the SSC detail.

Part III of the R40 includes those SSC/SNC details which have an asterisk (*) in the TCN-1 field of the SSC/SNC detail. The * indicates that transportation is unable to provide either hold data or TCN/GBL, but they are confident the shipment was made on the Julian date given. This part of the R40 provides data concerning the number of shipments made by TMO for which no TCN/GBL or hold data was provided to the SBSS.

Exercises (228):

1. What is the purpose of an SSC?

2. What section or unit maintains SSCs?

3. In what sequence are SSCs maintained?

4. When is an SSC produced?

5. What data is added to the SSC prior to processing?

6. What is the purpose of the shipment suspense detail?

7. How many parts is the R40 produced in?

8. What sequence is the R40 in?

BASE PROCESSING FOR SSC CARDS

Priority Groups	AF Form 983 or DD Form 1348-1 Shipment Planning Worksheet Delinquent After	Shipment Suspense Card Processing Delinquent After
1 NMCS PMCS	** 4 days	*** 5 days
1	** 4 days	*** 5 days
2	** 8 days	*** 9 days
3	** 21 days	*** 22 days

** Shipment planning worksheet (AF Form 983 or DD Form 1348-1) must be returned to Supply within the days specified from date and time indicated in block 8B of DD Form 1348-1.

*** Shipment suspense cards must be processed within the days specified from date and time indicated in block 8B of DD Form 1348-1.

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Figure 4-7. SSC priority groups.

4-6. Weapons Records

Because of the high level of concern in the Department of Defense over losses of small arms, the Office of the Secretary of Defense directed implementation of procedures to establish a centralized serial number control system in all of the services. To do this, transaction reporting by serial number and by stock record account number is required for all weapons. Document Control is responsible for maintaining base supply's weapon control files and for reporting the periodic serial number reconciliation with AFLC.

229. Cite weapon control file procedures and Document Control responsibilities.

Definition. Before we discuss how Document Control maintains the weapons control file, let's define weapons. Basically, weapons include carbines, grenade launchers, machine guns, pistols, recoilless weapons, revolvers, rifles, shotguns, etc. All of these items are identified by controlled item code (CIC) N, 2, 3, 4, 5, 6, or 8 and require serialized control and reporting. Document Control establishes and keeps a separate weapon control card (TRIC 1WC) for each of these controlled items.

AFLC/MMIDCC keeps a central file of all CIC N, 2, 3, 4, 5, 6, or 8 assets by serial number within the Air Force. When transactions process at base level that increase or decrease the asset position, daily change reports (DIC DSM) are sent to AFLC/WRALC to update the central file. The 1WC cards are reconciled with accountable records monthly and with the AFLC/WRALC control file as directed.

Weapon Control Files. Document Control maintains two weapon control files—the active and history. The active file is kept in national stock number (NSN), weapon serial number sequence. This file represents all CIC N, 2, 3, 4, 5, 6, or 8 item record and detail balances. It is used for input to create reconciliation reports (R46), serial number listings to support the CA/CRL, or other management products required. The history file is kept in weapon serial number transaction date sequence. It is used for research in tracing weapon serial number movements from initial receipt through accountability termination.

Weapon Control Cards. The file indicator in cc 28 of the weapon control card (TRIC 1WC) indicates to which file (active or history) the weapon control card applies. These codes and their uses are:

Code	*Process*
A	Add to active file.
D	Remove matching card (NSN, serial number) from the active file and file both cards in the history file.
R	Replace matching card in the active file (NSN, serial number). File the card removed from the active file in the history file.

Cards in the active file contain only file flags A or R. The weapon control files are disposed of in accordance with (IAW) AFM 12–50, Disposition of Air Force Documentation. Take maximum care to protect the original file at all times against tampering, losses, etc. Reproduce the 1WC deck when the cards show signs of excessive wear.

Daily Weapons/COMSEC Reporting (D21). The D21 is processed daily and selects all Item Records with CIC N, 2, 3, 4, 5, 6, or 8 that have processed that day. The ADPE Unit sends the D21 to Document Control at the beginning of the next duty day for entry of serial numbers in the 1WC and DSM cards. If there weren't any transactions with the applicable CICs, a D21 is not output.

It is not possible to enter the serial number on the 1WC or DSM cards until the source documents are in the document file so that the weapon serial numbers may be obtained. To provide this data to Document Control in a timely manner, and to provide for effective weapons control, all CIC N, 2, 3, 4, 5, 6, or 8 source documents are processed to Document Control within 3 workdays from the SBSS processed or post-post date.

The source document contains the weapon serial number not prefixed by zeroes unless the zero is part of the weapon serial number, in which case it is entered. As necessary, weapons are unpacked and the serial number is obtained from the bare weapon to ensure the integrity of the reported data.

Weapon Reconciliation. A Weapon/COMSEC Reconciliation Listing (R46) is run monthly to reconcile the weapon control cards (1WC) with the item and detail records. The 1WC cards kept in Document Control are sent to the ADPE Unit (reproduced deck) where they are input into the S1100/60 to be edited against the item and detail records. The cards are matched against the internal records, and any unmatched records are printed as they are detected. The R46 also gives the capability of producing a WRALC report card (DSR) for all 1WC cards needed for the annual reconciliation.

Exercises (229):

1. A central file of all Air Force items with a CIC of N, 2, 3, 4, 5, 6, or 8 serial-numbered items is kept where?

2. How soon are weapon control documents processed to Document Control?

3. What two weapon control files are kept in Document Control?

4. Which card column in the weapon control card tells you which file the card goes into?

5. What is the purpose of the R46?

6. What action is taken when the 1WC cards show signs of excessive wear?

4-7. COMSEC Records

Communications security (COMSEC) assets are cataloged and assigned NSNs with a materiel management code (MMC) of CA and CS. As with weapons, these assets require serialized control by the document control section.

230. Cite COMSEC file procedures and Document Control responsibilities.

COMSEC Assets. COMSEC assets are managed by the Air Force Cryptologic Support Center (AFCSC/routing identifier FPD) at Kelly AFB, Texas. The National Security Agency (NSA) provides policy guidance on acquisition, storage, handling, etc. NSA requires that classified COMSEC assets and some specified unclassified end items of equipment be transported by a mode that prevents tampering or unauthorized access. Classified COMSEC materiel is shipped to and from AFCSC and the COMSEC locations via the Armed Forces Courier Service (ARFCOS). This action prevents any intermediate handling between the wholesale and retail levels. COMSEC custodians at each base are responsible for ensuring that all supply transactions are processed through the SBSS automated data system (ADS). COS personnel will not physically handle the classified COMSEC assets.

Control Cards and Files. Document Control establishes and keeps a separate COMSEC control card (TRIC 1CC) for each NSN with a MMC of CA. Document Control keeps two COMSEC control files—the active and history. The active file is kept in NSN, COMSEC serial number sequence. This file represents all NSNs with a MMC of CA item record and detail balances. This file is used for input to create reconciliation reports (R46), serial number listings to support the CA/CRL, or other management products required. The history file is kept in COMSEC serial number sequence. All cards which apply to a specific serial number are filed together in transaction date sequence.

The file flag in cc 28 of the 1CC card indicates which file (active or history) the 1CC applies. These codes and their uses are:

Code	*Process*
A	Add to active file.
D	Remove matching card (NSN, serial number) from the active file and file both cards in the history file.
R	Replace matching card in the active file (NSN, serial number). File the card removed from the active file in the history file.

Cards in the active file contain only file flags A or R. The COMSEC control files are disposed of IAW AFM 12–50. If the 1CC cards are to be sent off-base (satellite account), the 1CC deck is reproduced. Take maximum care to protect the original file at all times against tampering, losses, etc. Reproduce the 1CC deck when the cards show signs of excessive wear.

Daily Weapons/COMSEC Reporting (D21). Along with weapons, the D21 reflects all NSNs with a MMC of CA that had transactions that day. Upon receipt of the D21, Document Control enters the serial numbers and custodian FY account numbers in the 1CC and XHA (COMSEC control report) cards.

The serial numbers for the COMSEC 1CC and XHA cards are obtained from the source documents in the document file. All COMSEC source documents are sent to Document Control within 3 workdays from the SBSS processed or post-post date. The source documents contain the COMSEC serial number, which is not prefixed with zeroes unless the zero is part of the COMSEC serial number. When required, Document Control will request that the COMSEC custodian unpack the COMSEC item and get the serial number from the asset to ensure the integrity of the reported data.

COMSEC Reconciliation. Air Force Cryptological Depot, Kelly AFB, Texas, (AFCSC/MMKD) maintains a central file of all controlled NSNs with MMC CA assets within the Air Force by serial number. When transactions process at base level which increase or decrease the asset position, daily change reports (DIC XHA) are transmitted to AFCSC/MMKD to update the central file. COMSEC control cards are reconciled with the accountable records of the AFCSC/MMKD control file semiannually and as directed.

The COMSEC Validation Listing is processed in sufficient time to ensure that all discrepancies are corrected prior to preparing the XHA cards. After any discrepancies are corrected, the semiannual reconciliation is processed from the 1CC cards on 15 March and 15 September.

Exercises (230):

1. How are COMSEC items identified?

2. How is COMSEC materiel shipped to and from AFCSC and the COMSEC locations?

3. COMSEC control cards are identified by what TRIC code?

4. What files are kept by Document Control for COMSEC items?

5. Within what time period are COMSEC source documents sent to Document Control?

6. How often are COMSEC assets reconciled?

4-8. Letters of Authorization to Receipt for Property

Certain items have to be signed for by designated personnel. Examples include classified property, base service store, and individual equipment items.

231. Cite the requirements and procedures for receipt authorization for property.

Receipt Authorization for Classified Property. Only individuals indentified by proper receipt authorization may receive classified property. Receipt authorization is indicated by letter, listing, and card file. Receipt authorization documents are prepared and maintained separately from documents that authorize receipt of unclassified supplies and equipment. Each type of receipt authorization is completely reaccomplished by the initiating activity every 6 months, in June and December, even when there are no changes. Also, receipt authorizations must be corrected within 3 workdays to reflect additions and/or deletions.

Organizational commanders and officers in charge (OICs) of functions sign and submit to the COS a letter of receipt authorization identifying individuals authorized to receipt for classified property. Document Control maintains a separate card file of individuals authorized to receipt for classified property, together with a separate file for signed letters of authorization. They also send a listing to the applicable activity listing the individuals authorized to receipt for classified material. The card file, listing, and letter are redone every 6 months.

Customer Authorization Receipt Cards. In order for activities supported by the SBSS to get individual equipment items (IEU) and base service store (BSS) tools and supplies, the organization commander or OIC of the function sends a letter to the COS requesting the necessary customer authorization embossed cards. The request contains the organization code, shop code, organization functional title, individual's name and military service number (SSAN) or civilian identification card number.

Document Control then prepares the COS approved number of customer authorization embossed cards (identaplates) for the organization using existing base embossing equipment (fig. 4-8). Document Control validates the existence of BSS and tool identaplates with the applicable organization annually. Validation is by form letter and lists all cards that are issued to each organization. The commander or OIC certifies that all cards listed are still required and current. Any deletions are annotated and the appropriate identaplates are returned to Document Control. Additions are requested by a separate letter or added to the validation listing. After the validation is completed, the listing replaces the letters initially requesting the identaplates.

Exercises (231):

1. How is receipt authorization for classified property indicated?

2. How often is receipt authorization redone for classified property?

3. Customer authorization embossed cards (identaplates) are issued to get what type of items?

4. Who determines the number of identaplates needed by an organization?

5. How often are BSS and tool identaplates validated?

SAMPLE A

SELECTED SUPPLIES CUSTOMER AUTHORIZATION (BSS)

FRONT VIEW

BASE NAME

BSS AUTH IDENTAPLATE

200—VM

6171TRNSS VEH MAINT

CUSTOMER NAME
MILITARY SERVICE NUMBER/ID CARD NUMBER (NOTE 1)

REAR VIEW BLANK

SAMPLE B

CUSTOMER TOOL AUTHORIZATION CARD (BSS)

FRONT VIEW

BASE NAME

TOOL AUTH IDENTAPLATE

200—HS (NOTE 2)

CUSTOMER NAME
MILITARY SERVICE NUMBER/ID CARD NUMBER (NOTE 1)

REAR VIEW BLANK

SAMPLE C

MULTIPLE CUSTOMER AUTHORIZATION CARD

FRONT VIEW

BASE NAME

BSS/TOOL IDENTAPLATE
MULTIPLE AUTHORIZATION

200—VM (NOTE 2)
6171TRNSS VEH MAINT

CUSTOMER NAME
MILITARY SERVICE NUMBER/ID CARD NUMBER (NOTE 1)

REAR VIEW BLANK

NOTE 1: Cards issued to military personnel will reflect the military service number (ssan). For civilian personnel use, the identification number from the back side of the civilian identification card. For contractor supported personnel, the base pass number will be used. Identaplates for vehicle Maintenance organizations may have the work order number embossed on the card. Applicable word order number is L9999.

NOTE 2: Enter Warranted Tool if individual is authorized to receipt for warranted tools.

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Figure 4-8. Customer authorization receipt identaplates.

Bibliography

Department of Air Force Publications

AFM 67–1, *USAF Supply Manual*.
AFR 11–4, *Host-Tenant Support Responsibilities of USAF Organizations*.

Answers for Exercises

CHAPTER 1

Reference:

200 – 1. Regulation.
2. Air Force pamphlets, visual aids, bulletins, and staff digests.
3. Manuals.
4. Manuals.

201 – 1. Left.
2. Specific subject.
3. Brief summary.

202 – 1. Letter, suggestion, or other written communication through command channels to their major command.
2. AFM 67–1, USAF Standard Base Supply System, Volume 2, Part 2, Chapter 14, Section M.
3. The developing command.

203 – 1. Notify DSDO immediately.
2. Systems support, application, and utility.
3. Formal meeting or written summary by the procedures unit.
4. The listing is reviewed and any reported DIREPS held in suspense are validated and purged as needed.
5. Program identification number.
6. Procedural instruction messages (PIMs).

204 – 1. Thoroughly research the applicable directives that pertain to the function undergoing the surveillance visit.
2. Within 5 workdays after the outbrief.
3. At least annually. The COS can direct more frequent visits as needed.
4. Recommend changes to higher headquarters.
5. To avoid duplication in identifying problems and training deficiencies.

205 – 1. By the tenant's precedence rating.
2. When there are significant changes in the support requirement of the tenant or the support capability of the host.
3. AF Form 149.
4. To formally identify the specific functions and related responsibilities performed by the host and tenant.
5. One year in advance of the actual date the support is required.
6. The parent major command.
7. When a major command supports more than one tenant unit of the same type and command (or multiple types of units) with similar support requirements.
8. By the agreement's anniversary date.
9. The office affixing the last signature.

206 – 1. Their activity address code in the first six positions of the organization title field.
2. Organization identification code.
3. PFMR, cost center code, and expense card output flag.
4. Procedures unit.
5. To identify organizations, units, and detachments receiving logistical support from the COS.
6. FOR format, records maintenance unit.

207 – 1. Daily reject listing (DO2).
2. Reject monitors for their respective areas.
3. Reject monitors.
4. Report it to the Security Police for investigation.

208 – 1. To provide visibility of the supply account's effectiveness.
2. Trend analysis, problem analysis, and special studies.
3. Special studies.

209 – 1. Phase I is less than 8 normal duty hours. Phase II is more than 8 but less than 24 duty hours. Phase III is more than 24 but less than 72 duty hours. Phase IV is more than 72 duty hours.
2. Annually.
3. PPCT Chief.
4. FIL, CIC, ISU (backordered), SPR, LPS, and DOR.

CHAPTER 2

210 – 1. UTS4020 cluster controller.
2. 132 columns at 10 columns per inch.
3. 200 cards.

211 – 1. UTS40 terminal keyboard.
2. None.
3. XMIT.
4. You must contact the RPS operator.

212 – 1. IBM 026, MAI 129, and UNIVAC 1710.
2. Keypunch machines, interpreter, decollator, and sorter.
3. Whenever there is a large group of cards which are punched in the same format or with constant data in a specified column.
4. IBM 083.
5. Header card.
6. AFM 67–1, Volume 2, Part 4.
7. Main, document control, and general purpose.
8. To remove carbon paper from reports and listings.
9. Review the header card to ensure that the cards are intended for your organization.
10. To speed and simplify the keypunching process.

213 – 1. AFM 67–1, Volume 2, Part 2, Chapters 23 and 25, and Volume 2, Part 4, Chapter 20.
2. Distribution unit.
3. DD Form 1392.

CHAPTER 3

214 – 1. (1) b.
(2) d.
(3) b.
(4) d.
(5) a.
(6) a.
(7) c.
(8) a.
2. Complete, sample, special, and in-use/in-place equipment.
3. Complete and sample.

215 – 1. Warehouse and stock number sequence.
2. Date on which the inventory count begins.
3. To identify and correct discrepancies which would adversely affect conducting the inventory.
4. (a) Ensure processing of applicable transactions at least 1 day prior to the inventory deadline date.
(b) Isolate and identify the area scheduled for inventory.

(c) Limit movement of items in the locations to be inventoried to emergency issues and transactions output prior to the deadline dete.
(d) Record all transactions output prior to the inventory deadline date and all emergency issues from inventory locations on a recap sheet.

5. Stock number, system designator, quantity, document number, TRIC, and warehouse location.

216 –
1. Inventory parameter card.
2. Retained in the inventory section.
3. Freeze code C.
4. AF Form 1991 or AF Form 1530.
5. Card columns 25–32.
6. To record emergency issues of items being inventoried.
7. Inventory count cards and a count card listing (R12).
8. Lower right-hand corner.
9. Supply point supervisor.
10. After verifying that all post-post issues have processed.
11. Freeze codes, C, L, or Q.

217 –
1. When directed by the COS.
2. A sample inventory count card.
3. Minimum is 151 items, maximum is 3200 items.
4. Only when WRM quantities cannot be satisfied from the total count.
5. From line two of the inventory completion notice.
6. A reinventory using complete inventory procedures within 90 days of the date of the notice.
7. Freeze code C.

218 –
1. Freeze code I.
2. Automatically by in-line programs.
3. Special inventory request (1GP).
4. Freeze code I.
5. Special inventory count card (IRC).
6. To clear the original document control card.

219 –
1. An inventory overage document is made up on an AF Form 2005.
2. Equipment management section.
3. Organization commander or staff agency director.
4. None.
5. AF Form 1530 or AF Form 1991.
6. CA/CRL.
7. None.

220 –
1. Bar code controller/decoder, bar code line printer, hand held bar code reader laser reader, and hand held terminal.
2. To allow count team members a fast way of transferring in-warehouse asset data to the host 1100/60.
3. The laser beam can permanently damage the cornea of the eye if contact is made.
4. Punched count cards.
5. The TRIC code you will be working with, CIC.
6. The HHT's keyboard allows a manual keyin of the required data followed by depression of the ENTER key.
7. The detail's data is entered prior to the item record's data.
8. A stock numbered sequenced listing with the record balance field suppressed and a warehouse location sequenced listing.
9. Repeated keyins of the dash and ENTER combination.
10. The inventory count for a selected parameter is completed.
11. A plus sign (+).
12. The input data collected by the HHT against corresponding TRIC CIC images contained in the host CIC inventory disk file.

221 –
1. (1) Count agrees, thus deleting the freeze code and updating the appropriate records.
(2) Item is automatically adjusted.
(3) Inventory recount card is output.
2. (a) IRC.
(b) 1RR.
(c) IRC.
3. The required data is taken from the count card listing and a new recount card is prepared.
4. The IRC-Match process.
5. The IRC image is printed on the unprocessed IRC records list in warehouse location sequence.

222 –
1. Before input of the inventory count or recount card.
2. Type balance code A, type account code B, controlled item code U, and total cost of adjustment is less than $100.
3. Daily/consolidated transaction register and the consolidated inventory adjustment document register.
4. Seek a basis for reconciliation by correcting accountable records to provide a valid, auditable, transaction record which accounts for all materiel distribution actions.
5. From current date back to last item record zero balance.

223 –
1. M10.
2. The inventory section.
3. Report of Survey for Air Force Property, AF Form 198.
4. Document control section.
5. The number of sample inventories in progress over 30 days.
6. Materiel management officer.

224 –
1. Transfer to DRMO, shipping documents, receiving documents, turn-in documents, and all others.
2. Document control card file.
3. During end-of-day processing.
4. Document number, stock number, quantity, unit of issue, and system designator.
5. Codes D and F. Code D means destroy both the source document and DCC if all of the data is correct. Code F means file the source document and destroy the DCC if all of the data is correct.
6. Permanent file if cc 53 contains an F. Destroyed if cc 53 contains a D.

225 –
1. Five workdays from the as-of-date.
2. Three workdays from the as-of-date.
3. AF Form 1530.
4. Transaction register.

226 –
1. DO6 or Consolidated Transaction Register.
2. Document number sequence by activity code within shop code by organization.
3. Auditable.
4. Document control cards (DCC).
5. Document control section.
6. Microfiche or register form.
7. Two; Part 1 reflects all transactions processed for assigned organizations and internal supply functions. Part 2 provides a list of all activity code Y transactions.
8. DO4, Part 1.
9. Within 5 workdays after the receipt of required signatures and supporting documentation.

227 –
1. To remove erroneous data from the SBSS data base.
2. During normal on-line processing.
3. Q.
4. It is automatically deleted by the reverse-post program.

228 –
1. To verify that an item has shipped.
2. Document control section.
3. Document number sequence, or as an option, document number by priority group sequence.
4. As a result of an RDO, referral order, reply to report of customer excess, or a nondirected shipment processing.
5. Mode of shipment, TCN, date shipped, type hold code, and date available for shipment.
6. To provide an automated response to followup requests on RDO actions and shipment status on lateral requisitions.
7. Three.
8. Within each system designator, by part and document number.

229 – 1. AFLC/MMIDCC.
2. Three workdays.
3. Active and history.
4. CC 28.
5. To reconcile the 1WC cards with the item and detail records.
6. Cards are reproduced.

230 – 1. MMC of CA or CS.
2. Armed Forces Courier Service (ARFCOS).
3. TRIC 1CC.
4. Active and history.
5. Three workdays.
6. Semiannually.

231 – 1. By letter, listing, and card file.
2. Every 6 months in June and December.
3. Base service store supplies, expendable and EMC 1 tools, and individual equipment.
4. Organization commander or OIC of the function.
5. Annually.

1986-631-028/40523 AUGAFS,AL(864260)7800

15 OCT 85 LOWRY AFB, CO PERIOD 5274-5288 CONS TRANS REGISTER (LLG/057-42) SUPP/EQUIP 01 3059 DATE 5288 PAGE 288

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STOCK NUMBER..... ER.  UI  BJ      NOMENCLATURE.....  TAC
  D  T     MTR  S  O*P *    L    FI*                          F F  X       DQ    E                              I  P
  T...N.... E*I..T..P*Y.*.....D... ON*---MARK FOR--- SN REQUESTED...C.I..P..... MY.....B.....  DOLT ----DOC NO.---- D.. E.

4920 01 077 8142WF *D2   EA  S      TEST SET2117100-101       B
  528001924 46      X AG      5289  4 0EGD218GSWAC0J 4920010778142WFSR554  592500 R     1     0   5288 *716BB 52790072 ISU 3Q
  528001925 06      X AG      5289  1 0EGD218GSWAC0J 4920010778142WFSR986  592500 R     1     1   5280 *716BB 52790072 ISU 2P
  528006406 4T      T AG            3 0EGD218GSWAC0J                SR000  592500 R     1     1   5280 *716BB 52800101 DUO 2D
  528006407 4T        AG      0000  1 0EGD218GSWAC0J                SR986  592500 R     1     1   5280 *716BB 52800101 DUO 2P
  528006408 4 FGZDAG  03Y00GSW0000  1 0EGD218GSWAC0J *716BB52800101    000  592500 R     1     1   5280 FB3059 52800394 A0A 1V
  528503985 0 FGZ      R2279  5280  1                 4920010778143WFSR976  592500 F     1     0   5280 *716BB 52790072 TIN 2D
  528505392 4 FGZ      LR     5280  3 000001FA BA                    000  592500       1     1   0000 A007PL 52280317 *CA 4C
  528601131 4 FGZD     13     0000  1                               000  592500 R     1     1   5285 FB3059 52860046 A0A 1V
  528700848 BDFGZ 2B  03Y00GSW       1 *716BB52800101                000  592500 R     1     0   5286 FB3059 52800394 REC 1U
  528700849 R FGZ     03Y00V455289  2 ,                              781  592500       1     1   5287 FB3059 52800394 REC 1B
  528700850 4    R3F 1AG      5289  4T0EGD218GSWAC0J 4920010778142WFSR554  592500 R     1     0   5287 *716BB 52800101 DOR 1A
  528700851 0T   B35  AG           1C0EGD218GSWAC0J 4920010778142WFSR000  592500 R     1     0   5287 *716BB 52800101 DOR 2C
  528700852 0T    01  AG           1 CAN    0JAC    4920010778142WFSR000  592500 R     1     1   5287 *716BB 52800101 DOR 2U
```

TRIC (120-122)

A0A	STATUS
DOR	DUE OUT RELEASE
DUO	BENCH STOCK DUE OUT CARD
ISU	ISSUE
REC	RECEIPT
TIN	TURN-IN
XCA	AFLC COMPUTED LEVEL

TTPI (124-125)

1A	DECREASE ITEM RECORD
1B	INCREASE ITEM RECORD
1U	DECREASE/DELETE DUE-IN DETAIL
1V	ADD/INCREASE DUE-IN DETAIL
2C	DECREASE/DELETE DUE-OUT DETAIL
2D	ADD/INCREASE DUE-OUT DETAIL
2O	DECREASE/DELETE DIFM DETAIL
2P	ADD/INCREASE DIFM DETAIL
3Q	POST-POST ISSUE
4C	CHANGE ADJUSTED STOCK LEVEL DETAIL
2U	CHANGE DIFM DETAIL

Foldout 1. Consolidated Transaction Register.